

<b>Job Title:</b> Performance Analyst (Vulnerable Children)	<b>Role Profile Number:</b>
<b>Grade:</b> M <b>Salary:</b> £23,014	<b>Date Prepared:</b> 11/02/2020
<b>Directorate/Group:</b> Resources	<b>Reporting to:</b> Intelligence Lead (Adult Social Care and Vulnerable Children)
<b>Structure Chart attached:</b>	No

### **Job Purpose**

This post sits within the central Performance, Intelligence and Insight team that offer a range of services including corporate performance and risk management reporting, data analysis, research and supporting the Adults Directorate and Children’s Directorate to execute their performance and statutory reporting requirements. As a team, we work closely together to develop innovative practices and improve insight, which supports better slicker provision of accurate and timely intelligence.

This important role sits within the vulnerable children’s reporting work stream and provides statistical analyses to inform service delivery and improvements across Children’s Services: Early Help, Social Care and Community Health Services delivery and planning.

Working in collaboration with other vulnerable children’s analysts, and liaising with front line health and social care staff and service managers. You will help provide a high quality, professional service to improve outcomes for children, young people and families. To develop and improve integrated data reporting to inform early intervention and commissioning of services, and improve the quality of data recording through ongoing communication and building strong working relationships with key stakeholders.

### **Key Accountabilities**

- Assist in the production. development and management of vulnerable children’s performance information including the monthly scorecard reporting, quarterly reporting and any ad hoc requirements or requests
- Provide data intelligence and assistance to staff and managers in the interpretation of data.
- To process, validate and complete complex statutory returns and ad hoc returns for vulnerable children
- Interpretation of statutory guidance and communication of changes to data collections within organisation to ensure changes in data capture are implemented and reported correctly

- To use Business Objects Data Extraction tool to query and format management information reports
- To undertake analysis of data with intelligent interpretation to assist operational managers and commissioners in the development of their services
- To investigate trends arising from the data and provide a positive challenge to operational managers and commissioners in terms of questions arising from the data
- Undertake comprehensive and complex cross referencing of data sources to test out hypothesis linked to vulnerable children performance
- To manage the development and provision of statistical and research information to enable Children's Services to deliver on its Improvement Plans and allocate resources effectively.
- To be responsible for the maintenance and improvement of management information systems.
- To analyse data to assist operational teams to identify performance issues and monitor the effect of corrective actions.
- To "tell the story" in relation to Vulnerable Children's performance and link to performance as a whole in Children's Services.
- To provide the data and analysis for corporate needs assessments
- To design and further develop Vulnerable Children datasets to support Early Help, Social Care and Community Health services delivery and planning.
- Deliver presentation of data to all levels of the organisation

### **Supplementary Accountabilities**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

### **Knowledge & Experience**

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#### **Essential:**

- At least 3 years working with data and statistical interpretation.
- Extensive knowledge of using Microsoft Excel at an advanced level.

#### **Desirable:**

- Experience of working for a Local Authority.
- Experience of Crystal Reports, Business Objects, SSRS and GIS.

### **Qualifications**

- Educated to A level standard (or equivalent) with good grades in Maths or Science, or demonstrable experience in statistical interpretation.

### **Decision Making**

- Effective decision making as a Performance Analyst requires good analytical skills, attention to detail, the ability to work under pressure and the capability to work to deadlines.

**Creativity and Innovation**

- The post does require a creative and innovative approach in the use of specialist software and Microsoft Office applications to effectively complete required tasks. Exploration of the functionality of tools like Excel and MapInfo will assist in the development and provision of statistical and research information.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**Contacts and Relationships**

- The post requires good interpersonal, communication and negotiation skills to meet the demands for accurate management information from a wide variety of customers and professionals. Building strong working relationships is at the core of this role as is the ability to articulate complex data issues to professionals in plain English.
- Contact within the authority will be with all levels of the organization including senior service managers and directors as required.
- External contact will be with NHS England, Department of Health, Department for Education, Department for Work and Pensions, Swindon Clinical Commissioning Group, Schools, and Police on a regular basis.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	