**Job Description**

**Performance and Data Analyst**

**Career Graded Level 8-9**

|  |  |
| --- | --- |
| **Responsible To:** | **Responsible For:** |
| Performance and Insight Lead | N/a |

**About the job:**

To use a data-based approach and a comprehensive understanding of service level delivery to drive continuous organisational improvement.

**Role:**

**At Level 8**

To develop the Performance Management Framework for Chorley Council and South Ribble Council.

To work closely with the Business Intelligence team to maintain data quality and identify opportunities to utilise data to support service level decision making.

To develop an understanding of the challenges and opportunities of services, supported by the Performance and Insight Lead.

To support specific projects and initiatives including the improvement and development of shared systems and processes.

To develop and continuously improve how performance is monitored and reported to stakeholders.

**At Level 9**

(In addition to the responsibilities at Level 8)

To proactively research, collate and analyse data and intelligence to inform organisational performance improvement.

To work in partnership with services to develop a comprehensive understanding their opportunities and challenges, providing professional advice and support to improve performance.

To support all aspects of robust corporate oversight including risk management. To lead on specific projects and initiatives including the improvement and development of shared systems and processes

To identify opportunities to continuously improve the performance and insight service.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Relevant higher level qualification or equivalent experience
* Evidence of continuing professional development

**Experience**

**At level 8**

* Experience of performance monitoring and reporting
* Experience of performance management and improvement
* Experience of advising senior officers and members on approaches to performance improvement
* Experience of data analysis and intelligence

**At level 9**

* Experience of working in a complex political environment, advising officers, managers, and partners on approaches to effective performance improvement.
* Experience of analysing complex information and utilising it to inform data based decision making.

**Skills and Abilities**

* A learning mindset and the ability to identify opportunities to learn from others
* Ability to communicate effectively and persuasively at all levels across the council and with outside organisations
* Excellent IT skills
* Ability to analyse and interpret statistics and prepare and deliver briefings and/or presentations.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.