

Job Description

Post Title	Performance Analyst
Role Profile	Specialist BAND J
Service/Team	Childrens Services – Performance, Governance & Systems
Reports to	Performance Manager (Education & Skills)
Responsible for	0
Number of posts	1
Post number	TBC
Grade	J

My job improves the quality of life for the people of Bournemouth Christchurch and Poole and plays a key role in improving outcomes for children and young people. With specialist experience, I am responsible for the technical delivery of my role and the corporate competencies, while promoting the corporate values through my day to day work.

Job Overview

- To lead and manage at least one of the key areas of responsibility within the Children's Services Performance Team.
- To lead and take responsibility for analysing complex children's, pupils' and/or schools' performance information in line with corporate objectives and improvement plans.
- To produce and present specialist performance analysis for all levels within Children's Services and partners, turning complex data into easy to digest performance information.
- To build supportive relationships with colleagues across Children's Services and beyond, as well as providing constructive feedback and challenge when needed, to improve performance.

Key Responsibilities

- To analyse, update and disseminate highly complex statistical performance and contextual information on children's services, including schools.
- To make recommendations for strategic and operational changes, based on sound evidence.
- Contribute to the development of partner and multi-agency services through the identification of correlations and trends.
- To be responsible for providing advice and guidance in all aspects of data management and analysis across Children's Services, to partner agencies and to schools.
- Monitor the quality and quantity of work of others.
- To manage and develop professional relationships with internal and external colleagues and suppliers.
- To be a named contact and represent BCP Council at regional and/or national policy and technical meetings with suppliers and governmental organisations such as the DfE or Ofsted.

- To maintain policy and technical expertise and knowledge in relation to changes to national and regional policy, legislative change and technical advancements in order to change processes and provide advice to partners and schools where they are affected.
- Contribute to the production and monitoring of strategic plans for children's services.
- Provide coaching and mentoring to senior leaders and team managers to embed the use of data in everyday practice to improve performance and service delivery.
- To produce performance frameworks for all areas of children's education and early help services, including business cycles, reporting, score cards and high-level analysis.
- To oversee the production of statutory and regulatory information and performance data and analysis, including Ofsted inspections.
- To support specific performance processes for the Strategic Director, Members and senior management eg. Performance Action Group, Service Management Teams, providing strategic analysis and interpretation of complex data.
- To manage the process to collect, clean, check, analyse, update and disseminate statistical performance and contextual information on children's services.
- To maintain policy and technical expertise and knowledge in relation to changes to national and regional policy, legislative change and technical advancements in order to change processes and provide advice to senior managers and partners where they are affected.
- Ensure that all data are shared with partners in accordance with relevant legislation, e.g. GDPR, Freedom of Information and Human Rights Acts.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.

Specific Qualifications and Experience

- Relevant degree (or equivalent experience)
- Advanced relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice
- Extensive experience of working within or alongside children's services, with particular specialisms in certain fields (for example social care, SEND, education, early help or others).
- Specialist knowledge of regulatory frameworks within children's services, including local practice standards, and a sound understanding of the risks of non-compliance.
- Excellent IT skills, including Excel, Word, Outlook and PowerBI.
- Excellent experience of analysing data to provide insight into the experience of children and young people, highlighting issues to managers in order to support informed decision making, and helping to problem-solve solutions.
- Experience of preparing and presenting complex reports to senior managers and governance boards

Personal Qualities & Attributes

- Ability to manage complex processes to fixed deadlines
- Able to analyse and present complex information swiftly and accurately (incl. to Director and Members)
- Excellent interpersonal and communication skills
- Ability to work in collaboration with a range of colleagues internally and externally, to identify, recommend and development improvements to the services provided to children and young people.
- Able to design and implement a performance framework
- Ability to interrogate an ICT based management information system and make recommendations about improved design based on analysis of customer experience.
- Proven analytical and problem-solving ability
- Understanding of statutory and regulatory framework for children's social care and implications for performance analysis
- Commitment to improving outcomes for children, young people and families.
- Commitment to service improvement through understanding of management information

Job Requirements

- DBS check required
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.