ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: **Children's Services**

SECTION: **Performance Analysis Service (PAS)**

DIVISION: **Quality Improvement** **GRADE: P01**

POST DESIGNATION: **Performance Analysis Service (PAS) Officer**

Purpose of Job:

I. Contributing to Children's Services ability to maximise the use of data, performance analysis and reporting to drive service improvement and informed operational and strategic decision making

II. Undertaking the collection, analysis and interpretation of a range of data, for multiple audiences including senior leaders, schools and elected members; support the fulfilment of statutory obligations for the provision of data to government departments

Main Duties:

1) To be responsible for the collection, analysis and presentation of performance and outcomes information and data relating to children's services

2) To be responsible for aspects of the coordination and completion of statistical data collections and statutory returns required by the Directorate, Government departments and a range of external agencies; to carry out analyses on this data and disseminate key information

3) To contribute to the identification and implementation of new data tools and digital solutions (e.g. visualisation dashboards) that improve accessibility to and best use of data to support operational activity and intelligence-led decision making

4) To use specialist systems and software to manipulate large and complex datasets to interrogate data and produce analyses, needs assessments etc that inform operational and strategic decision making and lead to improved outcomes for children and families

5) To develop and maintain secure and effective arrangements with schools/education settings, partners and other agencies, for the purposes of data sharing and analysis including the adherence of all information security and data protection requirements

6) To provide expert advice, support and training on aspects of data management and analysis in response to individual requests or through organised training sessions to groups such as senior leaders and headteachers

7) To support the successful delivery of a traded service to schools (where applicable to core duties)

8) To represent Children's Services as required at corporate meetings and with cross departmental teams, initiating follow up action as necessary, related to the collection and reporting of performance measures, data sharing, and joint digital developments

9) To provide advice and prepare responses to correspondence and enquiries as appropriate on matters relating to this post e.g. Freedom of Information requests and Member enquiries

10) To prepare reports and attend/advise as required at meetings of Council committees

11) To undertake any other work appropriate to the level and general nature of the post's duties

12) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding

13) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies

14) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council

15) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency

16) This post requires a Standard DBS and will be supported by Safer Recruitment tools

Designation of the Post to which the Post-Holder normally reports to: PAS Team Manager

Person Specification

Job Title	Performance Analysis Officer
Grade	P01
Service/Section	Performance Analysis Service (Quality Improvement Division)
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist

Criteria	Essential/ Desirable
Knowledge	
• In-depth knowledge of management information systems / case management systems and data reporting tools	E
• Understanding of the role of local authority children's services and schools, and the data collection, analysis and reporting requirements	D
Skills and Abilities	
• Excellent IT skills across a range of software applications including Advanced MS Excel, PowerBI (or similar) and standard office applications	E
• Advanced analytical skills and the ability to apply them to extract, analyse and interpret complex data	E
• Excellent communication, presentation and interpersonal skills and the ability to calibrate information and data for a range of different audiences and stakeholders.	E
Experience	
• Experience of collecting, analysing and interpreting complex and multiple datasets for performance monitoring, reporting and evaluation purposes	E
• Experience of disseminating / sharing findings from analysis with a range of audiences and stakeholders to inform decision making	E
• Experience of working in children's services or similar environment in a data related role	D
Equal Opportunities	
• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post	E
• Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post	E