

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Children's Services

SECTION: Projects and Partnerships

GRADE PO3

POST DESIGNATION (TITLE): Data Lead - Partnerships

Purpose of Job:

To be responsible for:

- i) Leading the data requirements for working across our partnerships including our Greenwich Safeguarding Children Partnerships and our SEND partnership and improvement boards.
- ii) Leading on all data collection, analysis and reporting requirements relating to SEND, Experts at Hand and our wider partnerships governance acting as the interface across the directorate, council and wider partnership

Manages up to 2 directly managed staff

Main Duties:

1. To co-ordinate (in partnership with the Heads of Children's Performance, Corporate Data and Corporate Information Governance) the work needed to ensure all information governance and data transformation requirements of partnerships and programmes are delivered – including the utilisation of technology to maximise the automation of data retrieval, matching and analysis activity, and, ensuring robust and effective information governance is in place
2. To develop and maintain a comprehensive performance management and reporting framework that enables the collection, tracking, analysis and reporting of the intelligence required to support the Experts at Hand Programme, aligned to the DfE specification and any funding requirements.
3. Lead on analysis of data in support of the Experts at Hand programme, SEND transformation and our wider partnerships agenda, bringing together qualitative and quantitative data to progress the programme objectives.
4. To develop and provide a range of performance reporting and analysis that evidences progress against the Supporting Families objectives that informs strategic and operational decision-making.
5. Liaising with teams across the Council, Senior managers and partner agencies to improve data quality, identify other potential sources of data and contribute to decision making and planning with regards to a shared strategic approach to data management
6. Be responsible for maintaining the Experts at Hand and conducting regular reviews and refreshes to ensure continued compliance with DLUHC expectations

7. Lead on the tracking of the programme in terms of performance against the Department for Education's strategic objectives and the objectives of our Greenwich Safeguarding Children Partnership.
8. Act as the lead contact on all data and information governance matters, relating to Experts at Hand, SEND improvement and our wider partnership agenda.
10. Act as first point of contact for more general programme matters in the absence of service leadership including the Head of Service.
11. To manage a data officer as required, and any additional data resource roles as required, contributing positively to staff development through appropriate training and support.
12. To allocate and monitor workloads and offer support and guidance to ensure that service priorities including meeting key deadlines are delivered, and key stakeholders receive the support and service required
13. Build successful relationships with a range of key stakeholders critical to the successful deliver of the programme, including the Directorate Management Team (DMT), service leads within Children's Service and the wider council, Department for Education, partner agencies (including health and education) and community / voluntary organisations
14. To undertake any other work appropriate to the level and general nature of the post's duties.
15. 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.
16. 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.
17. 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.
18. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency
19. This post requires a Standard DBS and will be supported by Safer Recruitment tools
20. To undertake supervision/management of staff.
21. 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.

Designation of the Post to which the Post-Holder normally reports to:
Innovation and Improvement Team Leader / Partnerships Manager

Person Specification

Job Title	Data Lead - Partnerships
Grade	PO3
Service/Section	Projects and Partnerships
Directorate	Children's Services

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

Criteria	Essential/ Desirable
Knowledge	
Excellent working knowledge of the SEND improvement agenda including Experts at Hand	E
Strong working knowledge of information governance principles and the importance of robust and effective processes	E
Applied understanding of using large and complex data sets, including linking, interrogating and analysing data to address business requirements	E
Skills and Abilities	
Advanced analytical skills and the ability to apply them to extract, analyse and interpret complex data	E
Excellent IT skills across a range of software applications including Advanced MS Excel, PowerBI (or similar) and standard office applications	E
Ability to use query languages such as SQL	D
The ability to motivate, coach and train colleagues to deliver projects / service requirements	D
Experience	

Significant experience of using and analysing multiple datasets of data for performance measurement, monitoring and evaluation	E
Experience of presenting complex data and analyses to a range of stakeholders in a clear and concise manner, suitable for different audiences	E
Experience of overseeing the financial framework of a programme	D

Experience of managing staff	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