

**Post Title:** Performance Analyst AA3911

**Evaluation:** 586 points

**Grade:** N09

**Responsible To:** Manager

**Responsible For:** N/A

**Job Purpose:** To provide data and statistics from systems used in People Directorate to inform and help design and shape service delivery throughout the Directorate.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To develop and apply an analytical approach to understanding the needs and characteristics of children, adults, parents and families in Newcastle. To use this analysis to shape practice and commissioning decisions.
- 2 To design and implement innovative and bespoke performance metrics from open and other data sources. Including: process, financial/VFM, workforce, perception and outcome data, to improve practitioner and manager decision making.
- 3 To commission internal and/or external research on the needs and characteristics of families in Newcastle who access the services provided by Wellbeing, Care and Learning.
- 4 To design, develop and adapt information systems to capture, analyse and report information to support robust decision making and performance management of services. Including but not limited to; CareFirst, Capita ONE and Microsoft SSRS.
- 5 To lead the development of citywide policies and procedures in the use of data, including; capture, maintenance, sharing and production of data and metadata.
- 6 To lead the information sharing, information security and data protection requirements of the project including the development of Information Sharing Agreements across partner organisations.
- 7 To develop and maintain effective working relationships with internal colleagues and external partners at all levels to facilitate information sharing and service improvements.
- 8 To design and deliver advice, guidance and training to internal colleagues and external partners regarding data, systems and other analytical and/or statistical approaches.

- 9 To co-ordinate and lead the production of intelligence products and reports for audiences at all levels within the authority, to partners and to the Department for Education.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.