

## **DARLINGTON BOROUGH COUNCIL**

### **RESOURCES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Strategy and Performance Officer
<b><u>PAY BAND :</u></b>	Band 6
<b><u>JOB EVALUATION NO.</u></b>	E3533
<b><u>REPORTING RELATIONSHIP</u></b>	Strategy & Performance Manager
<b><u>JOB PURPOSE :</u></b>	To provide a combination of research skills, data analysis and support to the Strategy and Performance Team. To learn and develop an understanding of policy and research in a local government context.
<b><u>POST NO.</u></b>	POS010881
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### **MAIN DUTIES/RESPONSIBILITIES**

1. To provide support to the corporate strategy and performance function.
2. To carry out a range of tasks relevant to the corporate strategy and performance function:
  - (a) Undertaking analysis of data from service departments and wider sources and organising into reports for Senior Management and Member meetings.
  - (b) Conducting horizon scanning and research identifying what the commercial and wider public sector are doing and how that may assist the council in the delivery of its vision.
  - (c) Meeting with relevant stakeholders across the council to analyse current policies and processes and support alignment with the corporate vision.
  - (d) Support the maintenance of the corporate performance framework and system
  - (e) Support the implementation and monitoring of the council's Equality Policy.
3. Attend meetings and deputise for the Strategy and Performance Manager as required at events.
4. Support various workstream actions, including pilot projects, policy development, and stakeholder engagement.
5. Provide monitoring updates to relevant groups as required.
6. Manage workload and priorities and identify opportunities for learning and development.
7. Provide administrative support to the strategy and policy function.

8. Keep up to date with the policies and initiatives of the government and other relevant organisations and national best practice, in order to influence the council's strategies and to take advantage of any opportunities that may present themselves.
9. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
10. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
11. Carry out your role in line with the Council's Equality agenda.
12. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.
14. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: July 2020

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**STRATEGY AND PERFORMANCE OFFICER**

**RESOURCES**

**POST NO. POS010881**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Currently undertaking or recently completed a National Qualifications Framework (England, Wales and Northern Ireland) level 6 qualification or equivalent.		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>2</b>	Experience of internet based and other research in relation to policy and legislative development.	<b>E</b>	
<b>3</b>	Experience and familiarity with MS Office products (or equivalent) for Data Handling (Access, Excel).	<b>E</b>	
<b>4</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice.		<b>D</b>
<b>5</b>	Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets.		<b>D</b>
<b>6</b>	Experience of collating data and ensuring consistency of the quality of that data.	<b>E</b>	
<b>7</b>	Knowledge of the range of Government and other public sector sources of information and contacts.		<b>D</b>
	<b>Skills</b>		
<b>8</b>	Ability to organise and prioritise own work with minimum supervision.	<b>E</b>	
<b>9</b>	Ability to give attention to detail.	<b>E</b>	
<b>10</b>	Ability to identify inconsistencies and make recommendations for improvement.	<b>E</b>	
<b>11</b>	Ability to produce and present information in a logical and systematic manner.	<b>E</b>	
<b>12</b>	Ability to carry out data quality audits, identifying discrepancies and areas for improvement.	<b>E</b>	
<b>13</b>	Ability to communicate both orally and in writing to a wide range of audiences.	<b>E</b>	
<b>14</b>	Ability to effectively collate and analyse information.	<b>E</b>	

<b>15</b>	Ability to undertake effective research.	<b>E</b>	
<b>16</b>	Ability to work under pressure and establish priorities to meet deadlines.	<b>E</b>	
	<b>Personal Attributes</b>		
<b>17</b>	Ability to work flexibly and as a part of a team.	<b>E</b>	
<b>18</b>	Ability and desire to learn	<b>E</b>	
	<b>Special Requirements</b>		
<b>19</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	