

North of Tyne Combined Authority
Job Description

Post Title: Performance and Data Officer (A5005)

Responsible for: N/A

Evaluation: 453 Points Grade: **N5**

Job Purpose: Maintain reliable and effective data and information services and provide administrative support and guidance in relation to NTCA's Skills programmes.

Main Duties: The following 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. Provide management information in relation to the Combined Authority's Skills programmes, ensuring data is reliable, robust and consistent and that information security is maintained.
2. Present data and information in a range of formats appropriate to the audience to inform planning, commissioning and performance management.
3. Ensure the effective collection, storage, use and provision of data to meet statutory and local requirements, including preparation of data relating to national performance indicators.
4. Support the transfer of information across local partners and Combined Authority providers in line with relevant standards and protocols.
5. Provide administrative support in relation to the contract management of the Combined Authority's skills provider base
6. Support relevant members of the Combined Authority's Inclusive Economy team to make best use of data and information to improve outcomes for adults engaged in the skills programmes.
7. Support accurate and timely analysis of data, including financial data, received from the Department for Education to inform performance management and payments to the Combined Authority's adult skills provider base
8. Maintain an understanding of national, regional and local system and information requirement changes to promote compliance and best practice.
9. Develop and maintain positive and collaborative relationships with the Combined Authority's adult skills provider base and other stakeholders.
10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.