Performance Analyst

Reports to: Team Manager
Direct reports: Staff as allocated

Evaluation: **599** points
Grade: **N9**
Reference: **AA3911**

Purpose

To provide data, research and analysis to inform and help design and shape service delivery.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To develop and apply an analytical approach to understanding the needs and characteristics within 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 and undertake internal and/or external research on the needs and characteristics in Newcastle and of those who access the services provided by the council and its partners.

4. To manage staff as allocated in line with Council procedures to ensure effective service delivery

5. To design, develop and adapt information systems to capture, analyse and report information to support robust decision making and performance management of services.

6. To lead the development of citywide policies and procedures in the use of data, including; capture, maintenance, sharing and production of data and metadata.

7. To lead the information sharing, information security and data protection requirements of the project including the development of Information Sharing Agreements across partner organisations.

8. To develop and maintain effective working relationships with internal colleagues and external partners at all levels to facilitate information sharing and service improvements.

9. To design and deliver advice, guidance and training to internal colleagues and external partners regarding data, systems and other analytical and/or statistical approaches.

10. To co-ordinate and lead the production of intelligence products and reports for audiences at all levels within the authority and externally

11. To promote and implement our Equality policy in all aspects of your employment.

12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.