

Job Description and Person Specification

Role: Performance Analyst



Job Description

Job Title	Performance Analyst
Grade	5
Service	Data Team: Education, Early Years and Youth Justice Service, Education Improvement and Standards
Reports to	Lead Analyst
Location	ONE Friargate, Station Square, Floor 9
Job Evaluation Code	S8010S



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Under the direction of the Performance Manager, System Development Consultant and Lead Performance Analyst – the analyst will:

- Support decision making and the improvement of outcomes by delivering of insight, analysis and intelligence to drive change, ensuring that this is supported by robust quantitative and/or qualitative data.

Main Duties & Key Accountabilities

Core Knowledge

1. Support the Performance Manager, System Development Consultant and Lead Performance Analysts in the provision of analytic (quantitative/qualitative) support to deliver key programmes and projects or priority areas of work identified by senior leaders and colleagues.
2. Interpret and present a range of complex information in a creative, interesting and stimulating way to engage schools, services, partnership/project boards and key decision makers to ensure its widest understanding and use in informing decision-making, monitoring and review of services for children.
3. Summarise existing local, regional or national data/ evidence/research in a succinct, clear and timely way to support decision-making, strategy development and service redesign.
4. Use techniques in statistical analysis and modelling and/or qualitative research methodologies, and to develop the use of these techniques across the organisation.
5. Analyse complex trends in service provision and demographic change, involving a range of interdependent factors to predict future trends, service needs and opportunities for local communities.
6. Develop timely, robust and relevant understanding of key issues, providing interpretation of the strength of existing evidence.
7. Support the development of tools to facilitate managers and senior leaders in understanding future needs.
8. Facilitate a culture of learning and development across the Team.

9. Complete and verify statistical returns required by external organisations
10. Supporting and contributing to matrix working across the directorate by communicating effectively with other members of the directorate, Council and other partners.
11. Where appropriate, represent and deputise for the Lead Performance Analyst on specific issues.
12. Any other duties and responsibilities within the range of the salary grade.

Person specification

Job Evaluation Code	S8010S
Knowledge	
Knowledge and understanding of qualitative and/ or quantitative methods and data analysis	
Legislation regarding data protection and Freedom of Information	
Skills and Abilities	
Excellent numeracy skills	
The ability to write clearly and communicate complex data to different audiences using a variety of techniques	
Presentation skills	
Excellent IT skills, such as Microsoft Excel, SQL, SSRS, MS Access and PowerBI	
Highly self-motivated	
Excellent team working skills	
Qualitative and quantitative research skills	
Experience	
Analysing qualitative and/or quantitative data	
Writing reports for different audiences	
Prioritising work, managing time and working under pressure to deliver to deadlines	
Working with multiple organisations	
Working in project teams and/or matrix working	
Qualifications	
First degree or equivalent experience	

Date Created	December 2022	Date Reviewed	May 2024
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