



Coventry City Council

## Job Description

<b>Job Title:</b>	Lead Performance Analyst (Covid)	<b>Job Number:</b>	Y5252D
<b>Service:</b>	Public Health, Insight and Migration	<b>Grade:</b>	6
<b>Location:</b>	One Friargate, Coventry CV1 2GN		

### 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.

### Job Purpose:

To lead timely and high-quality research and intelligence, particularly around the city's Covid-19 response, in particular, priorities around Covid-19 outbreak management, test, trace and isolate, and working with partners and businesses.

### Main Duties and Responsibilities:

1. Lead the capture, quality assurance, analysis, presentation and submission of data and research relevant to the area of work.
2. Manage projects and processes to ensure the successful implementation and delivery of research projects and requirements within the service.
3. Improve our understanding of individual citizens, clients and patients and populations.
4. Improve research and research management practices across the service.
5. Investigate, alert and advise senior managers of areas of concern in a timely manner and as appropriate identify potential factors impacting on performance and propose solutions.
6. Represent the team at strategic and operational meetings, providing lead, guidance, information and advice as necessary.
7. Produce reports, which analyse, and present research intelligence based on a range of interdependent factors, sources, and types of data.
8. Solve data processing and analytical problems requiring innovative solutions where few guidelines or precedents are established.
9. Develop extensive knowledge of relevant apps and packages for processing, reporting and analysing information to enable appropriate recommendations to be made to management to increase effectiveness of information systems.
10. Contribute to partnership working across the local authority and health and care sector.
11. Develop and ensure appropriate, effective and responsive working relationships across the local authority, health and care sector, as well as representatives at appropriate levels from regional and

national organisations.

12. Use effective report writing and presentation skills as appropriate to different audiences including elected members, senior managers, operational staff, partners, and the public.
13. Work with finance, commissioning and operational managers to ensure both the integrity and quality assurance of the processes and data and the uses made of the data and intelligence produced.
14. Maintain an up-to-date knowledge of national and regional developments relating to the service area, ensuring this information is disseminated in appropriate ways to relevant colleagues.
15. Establish effective working relationships and networks with colleagues from other authorities.
16. Where appropriate, represent and deputise for the Insight Manager on specific issues.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Analysts, apprentices, placements, and interns

**Responsible to:** Insight Development Manager, senior analysts

**Date Reviewed:** November 2020

**Updated:** August 2021





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## Person Specification

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<b>Service:</b>	Public Health, Insight and Migration	<b>Grade:</b>	6
<b>Location:</b>	One Friargate, Coventry CV1 2GN		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Key government priorities relating to the service area.</li></ul>
	<ul style="list-style-type: none"><li>• Use of information from a variety of sources for analytical and comparative purposes.</li></ul>
	<ul style="list-style-type: none"><li>• Research and analytical methods and techniques and apps, crosstabs and research methods.</li></ul>
	<ul style="list-style-type: none"><li>• Production of reports using appropriate reporting tools and techniques, such as Power BI and infographics.</li></ul>
	<ul style="list-style-type: none"><li>• Use of insight and intelligence to support both strategic and practice developments.</li></ul>
	<ul style="list-style-type: none"><li>• A range of styles for using and presenting data in reports, as appropriate to the content of the report and the audience receiving the information.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Analysis of data, including complex or unstructured data, from a variety of sources and present as meaningful insights to relevant audiences.</li></ul>
	<ul style="list-style-type: none"><li>• Deliver quality information service to colleagues and partners.</li></ul>
	<ul style="list-style-type: none"><li>• Use ICT effectively as part of research and analysis.</li></ul>
	<ul style="list-style-type: none"><li>• Effective communications using a variety of methods appropriate for different forums.</li></ul>
	<ul style="list-style-type: none"><li>• Able to respond to changing priorities within a pressurised working environment.</li></ul>
	<ul style="list-style-type: none"><li>• Good organisation and time management skills for self and others to whom work is delegated.</li></ul>
	<ul style="list-style-type: none"><li>• Able to progress work using own initiative and achieve solutions to overcoming barriers to achieving required outcomes.</li></ul>
	<ul style="list-style-type: none"><li>• Be an effective team member and develop effective working relationships with colleagues.</li></ul>
	<ul style="list-style-type: none"><li>• Able to negotiate with and persuade managers of the benefits in supporting actions to improve performance management processes.</li></ul>
	<ul style="list-style-type: none"><li>• Advanced report writing and presentation skills.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Using information systems to produce, analyse, and interpret data, particularly qualitative data.</li></ul>
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	<ul style="list-style-type: none"> <li>• Providing information to support the performance management of a service.</li> </ul>
	<ul style="list-style-type: none"> <li>• Writing reports and presenting information to a variety of stakeholders including senior managers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Promoting good practice in the way research and information is used.</li> </ul>
	<ul style="list-style-type: none"> <li>• Effective working with technical, operational, and strategic staff across a large organisation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Organising own work programme within guidelines and achieving specific tasks to timescale.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• First degree in social sciences, science, or equivalent experience</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to be co-located with other directorate or partner organisation, depending on needs of specific projects</li> </ul>
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**Date Reviewed:** November 2020

**Updated:** August 2021