

Job Description and Person Specification



Job Description

Job Title	Lead Analyst
Grade	6
Service	Public Health, Insight & Migration
Reports to	Senior Analyst
Location	One Friargate
Job Evaluation Code	Y5252D



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 / Output

Under the direction of the Senior Analyst – The lead analyst will:

1. Provide a timely and high-quality performance management function to help deliver all statutory and local reporting requirements
2. Produce performance intelligence to inform & support service design, commissioning and financial decision-making processes in Adult and Children's Social Care
3. Produce performance intelligence to inform and evaluate performance for Directors, Strategic Leads, Head of Services and their teams.

Main Duties & Key Accountabilities

Core Knowledge

1. Have responsibility for negotiating processes, developing systems and leading on: the capture, quality assurance, analysis, presentation and submission of both statutory and local data and performance intelligence within specified areas of work in the team. These areas of work will cover:
 - a. All statutory reporting and local performance requirements and supporting Inspections (CQC, Ofsted and Peer Reviews)
 - b. Developing local dashboards and provide intelligence across children and adult social care
 - c. Joint data-sets negotiated & developed with key partner organisations across the city.
2. Lead on and utilise Project Management Structures and processes to ensure the successful implementation and delivery of new statutory performance requirements.
3. Improve the performance management practices of Operational teams within the Directorate and within partner agencies by developing & delivering specific service area & team based Performance Management training & support.
4. Investigate, alert and advise senior managers of areas of failing or declining performance in a timely manner and as appropriate identify potential factors impacting on performance and propose solutions.
5. Represent the team at Service Management and local operational performance meetings, providing a performance lead, guidance, information and advice as necessary.
6. Produce dashboard and reports and analyse and present performance intelligence based on a range of interdependent factors, sources and types of data.
7. Solve data processing and analytical problems requiring innovative solutions where few guidelines or precedents are established.

8. Develop extensive knowledge of relevant computer software, identifying and formulating suitable programmes for processing, reporting and analysing information to enable appropriate recommendations to be made to management to increase effectiveness of information systems
9. Contribute to partnership working with Insight, Health and Independent Sector Partners including the development of frameworks to deliver the key performance management data and intelligence required by and from Adult and Children's Social Care and other areas of Public Health.
10. Development and ensure appropriate, effective and responsive working relationships with representatives at appropriate levels from Central Government Organisations.
11. Deliver an effective performance management service by utilising report writing and presentation skills as appropriate to different audiences including senior managers, members, operational staff, service users and carers and key partners.
12. Work with finance, commissioning and operational managers to ensure both the integrity and quality assurance of the Directorate's Performance Management processes and data and the uses made of the data and intelligence produced.
13. Maintain an up-to-date knowledge of national and regional developments relating to Health and Social Care, particularly new performance measurements, ensuring this information is disseminated in appropriate ways to relevant colleagues across the Directorate and supporting the work required to enable the Directorate to be well placed to respond appropriately to these developments.
14. Be responsible for establishing effective working relationships and networks with performance management colleagues from other authorities to inform benchmarking exercises, best value reviews and the development of the Directorate's performance management processes.
15. Where appropriate, represent and deputise for the Senior Analyst on specific issues.
16. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Department of Health (NHS England) Department of Education CQC Ofsted Regional colleagues ICB UHCW Universities	Analysts Social Workers Team Managers / Strategic Leads / Head of Services / Directors Staff at all levels Other Service area colleagues such as Waste Services, Equality and Diversity Team Councillors

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

N/A

Person specification

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Knowledge	
Legislation regarding data protection and Freedom of Information, adult and children social care	
Government priorities relating to the information and performance developments and initiatives within Health and Social Care.	
How to use information from a variety of sources for analytical and comparative purposes to measure performance.	
A range of PC software packages and statistical techniques which support the requirements of performance management.	
Of how to design, and produce reports and dashboards using specific reporting tools such as SQL, SQL Server Reporting Services, Power BI and Excel	
How information could be used to support both strategic and practice developments.	
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.	
Skills and Abilities	
Able to analyse complex data from a variety of sources and present as meaningful performance management information to relevant audiences.	
Able to deliver a quality information service to managers, staff, other Local Authority directorates and statutory agencies.	
Able to use ICT to develop more effective and efficient performance management processes.	
Able to communicate effectively, using a variety of methods appropriate for different forums.	
Able to respond to changing priorities within a pressurised working environment.	
Good organisation and time management skills for self and others to whom work is delegated.	
Able to progress work using own initiative and achieve solutions to overcoming barriers to achieving required outcomes.	
Be an effective team member and develop effective working relationships with colleagues.	
Able to negotiate with and persuade managers of the benefits in supporting actions to improve performance management processes.	
Highly developed report writing and presentation skills.	
Experience	
Using complex information systems to produce, analyse, and interpret data.	

Providing information to support the performance management of a service.
Writing reports and presenting information to a variety of stakeholders including senior managers.
Promoting good practice in the way management information is used.
Effective working with technical, operational and strategic staff across a large organisation on performance management issues.
Organising own work programme within guidelines and achieving specific tasks to timescale.
Qualifications
First degree in social sciences, numerate discipline, science, or equivalent experience
Special Requirements
Ability to be co-located with other directorate or partner organisation, depending on needs of specific projects

Date Created	April 2023	Date Reviewed	November 2023
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