

## Job Description

<b>Job Title:</b>	Performance Management Assistant	<b>Job Number:</b>	Y5762D
		<b>Post Numbers:</b>	1034658
<b>Service:</b>	Insight Team	<b>Grade:</b>	4
<b>Location:</b>	One Friargate		

### 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 collect, organise, maintain and co-ordinate datasets for the Insight Team's delivery of performance management, business intelligence and analysis across the Council and partner organisations.

### Main Duties and Responsibilities:

1. Support on the collection, quality assurance, presentation and reporting of data and intelligence to enable statutory and mandatory reporting requirements and delivery of business insight.
2. Collect, verify, and update a variety of datasets and statistical records from a variety of sources for performance monitoring, planning and review purposes.
3. Utilising appropriate software to transfer data between systems and undertake routine statistical analysis.
4. Co-ordinate, interpret and present, performance and statistical information as directed, so as to ensure its widest understanding and use in informing decision-making, monitoring and review of services.
5. Act as an initial point of contact for requests for information and statistical returns.
6. Liaise with staff and service areas across the organisation, as appropriate, concerning the collection of data and dissemination of analysis.
7. Work collaboratively with team colleagues to identify and implement systems for the processing and production of information.
8. Any other duties and responsibilities within the range of the salary grade.

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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:** No line management responsibilities

**Responsible to:** Senior Analyst

**Date Reviewed:** February 2021

**Updated:** February 2021

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<p>Understanding of the Council's equality, diversity and inclusion commitment.</p> <p>Use of information from a variety of sources for the purposes of performance management and business intelligence.</p> <p>Day to day use of ICT systems and resources, including data quality and principles and application of information governance legislation.</p> <p>Use of information to support both strategic and operational development.</p>
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<b>Skills and Abilities:</b>	<p>Ability to use databases and software applications to collate and interpret data and experience in creating and designing spreadsheets.</p> <p>Ability to communicate clearly and effectively, both orally and in writing, including the preparation and presentation of reports, briefing notes and statistical information.</p> <p>Ability to utilise IT software effectively to assist in the monitoring and evaluation of key performance indicators.</p> <p>Ability to develop and promote good working relationships with a wide range of staff at all levels in the statutory, voluntary and private sectors.</p> <p>A high level of organisational skills to manage conflicting priorities, prioritising and managing time effectively and working under pressure within agreed deadlines.</p> <p>Work as a member of a team with minimum supervision</p>
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<b>Experience:</b>	<p>Experienced in handling large datasets and ability to extract and interpret data.</p> <p>Running of standard reports and presenting information to a variety of stakeholders.</p> <p>Collection and interpretation of statistical data and summarising the results accurately and appropriately.</p> <p>Promoting good practice in the way management information is used.</p> <p>Organising own work within guidelines and achieving specific objectives to timescales.</p> <p>Working with database, spreadsheet or statistical packages.</p>
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<b>Educational:</b>	GCSE Maths and English Grade 4 or above (equivalent Grade C or above).
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<b>Special Requirements:</b>	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p> <p><b><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></b></p>
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**Updated:** February 2021