



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: West Midlands Analyst

Job Number: A5585

Post Number:

Service: Commissioning and Partnerships

Grade: 6

Location: One Friargate, Coventry CV1 2GN

Job Purpose:

Under the direction of the West Midlands Commissioning Hub Manager, the Performance Analyst will:

1. Provide a timely and high quality performance management and data analysis function to the West Midlands Commissioning Hub.
2. Produce performance and business intelligence to inform and support service design, commissioning, and financial decision making processes in the commissioning of children's services across the West Midlands.
3. Produce performance intelligence to inform and evaluate activity for the Commissioning Hub and 14 Local Authorities and Children's Trusts in the West Midlands.

Main Duties and Responsibilities:

1. Have responsibility for negotiating processes, developing systems, and leading on the capture, quality assurance, analysis, presentation and reporting of children's commissioning intelligence across the West Midlands, with emphasis on:
 - a. The demand, usage, performance, and price of the provider market for fostering, residential and supported accommodation services across the West Midlands.
 - b. Joint data-sets negotiated and developed with local authority and children's trust partners across the region.
 - c. Researching, collating and presenting business intelligence and quality assurance information (both quantitative and qualitative) for the Commissioning Hub and 14 local authorities and children's trusts in the West Midlands.
 - d. Developing projections for service need, cost and demand across the West Midlands.
 - e. Ensuring West Midlands commissioning strategies are based on comprehensive regional business intelligence and analysis.
2. Lead on and utilise Project Management structures and processes to ensure the successful implementation and delivery of new business intelligence and performance requirements for the West Midlands Hub.

3. Attend and represent the Commissioning Hub at regional meetings, providing a performance lead, guidance, information, and advice as necessary.
4. Produce regular reports which analyse and present performance intelligence based on a range of interdependent factors, sources, and types of data.
5. Interpret and present complex information in creative, interesting, and engaging ways.
6. Solve data processing and analytical problems requiring innovative solutions where few guidelines or precedents are established.
7. 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 the Commissioning Hub and West Midlands colleagues to increase effectiveness of information systems
8. Facilitate an evidence-based learning culture across the Commissioning Hub and with regional colleagues.
9. Contribute to partnership working across the 14 West Midlands Authorities and with Health and Independent Sector Partners.
10. Support the development of any regional / sub regional initiatives, such as external funding bids, where business intelligence is required.
11. Engage with business intelligence roles in regional networks across the country.
12. Develop and ensure appropriate, effective and responsive working relationships with representatives at appropriate levels from government organisations such as DfE, Ofsted and other regulatory bodies.
13. Deliver an effective performance management service by utilising report writing and presentation skills as appropriate to different audiences including senior managers, operational staff, providers, young people and carers, and key partners.
14. Work with finance, commissioning and operational managers to ensure both the integrity and quality assurance of the Commissioning Hub processes and data, and of the uses made of the data and intelligence produced.
15. Maintain an up to date knowledge of national and regional developments relating to Children's Health and Social Care, particularly new performance measurements, ensuring this information is disseminated in appropriate ways to relevant colleagues across the West Midlands supporting the work required to enable the region and Commissioning Hub to be well placed to respond appropriately to these developments.
16. Be responsible for establishing effective working relationships and networks with performance management colleagues from other authorities to inform benchmarking exercises, service user engagement, service reviews, and the development of performance management processes for the region.
17. To be able to travel around the region as required.
18. Any other duties and responsibilities within the range of the salary grade.

19. 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
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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: N/A

Responsible to: Commissioning Hub Manager (Commissioning and Partnerships)

Date Reviewed: August 2020

Updated: August 2020



Coventry City Council

Person Specification

Job Title:	West Midlands Analyst	Job Number:	A5585
		Post Number:	
Service:	Commissioning and Partnerships	Grade:	6
Location:	One Friargate, Coventry CV1 2GN		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Government priorities relating to the information and performance developments and initiatives within Children's Services
	<ul style="list-style-type: none">• How to use information from a variety of sources for analytical and comparative purposes to measure performance.
	<ul style="list-style-type: none">• A range of PC software packages and statistical techniques which support the requirements of performance management.
	<ul style="list-style-type: none">• Of how to design, and produce reports using specific reporting tools
	<ul style="list-style-type: none">• How information could be used to support both strategic and practice developments.
	<ul style="list-style-type: none">• A range of styles for using and presenting data in reports, as appropriate to the content required and tailored to the audience receiving the information.

Skills and Abilities:	<ul style="list-style-type: none">• Able to analyse complex data from a variety of sources and present as meaningful performance management information to relevant audiences.
	<ul style="list-style-type: none">• Able to deliver a quality information service to managers, staff, other Local Authority directorates and statutory agencies.
	<ul style="list-style-type: none">• Able to use ICT to develop more effective and efficient performance management processes.
	<ul style="list-style-type: none">• Able to communicate effectively, using a variety of methods appropriate for different forums.
	<ul style="list-style-type: none">• Able to respond to changing priorities within a pressurised working environment.
	<ul style="list-style-type: none">• Good organisation and time management skills for self and others to whom work is delegated.
	<ul style="list-style-type: none">• Able to progress work using own initiative and achieve solutions to overcoming barriers to achieving required outcomes.
	<ul style="list-style-type: none">• Be an effective team member and develop effective working relationships with colleagues.

	<ul style="list-style-type: none"> • Able to negotiate with and persuade managers of the benefits in supporting actions to improve performance management processes.
	<ul style="list-style-type: none"> • Highly developed report writing and presentation skills.
Experience:	<ul style="list-style-type: none"> • Using complex information systems to produce, analyse, and interpret qualitative and quantitative 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.
Educational:	<ul style="list-style-type: none"> • Demonstrate, through either formal or informal methods, a commitment to continued personal and professional development. • Requires substantial experience in a performance management field including SQL Reporting
Special Requirements:	<ul style="list-style-type: none"> • 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><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></p>

Date Reviewed: August 2020

Updated: August 2020