LEAD PERFORMANCE ANALYST (CHILDREN'S SERVICES)

Reference No:	A5260
Service:	Education
Job Family:	Business Management and Improvement

Grade: FC9

Purpose

To identify and undertake research; data collection & analysis and statistical modelling to support and advise senior leaders within the Fife Children's Services Partnership on issues related to the key Partnership aims and priorities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
To lead development and evaluation of Service Strategy and Policy: To work closely with the Quality Improvement Officer (Strategic Planning & Performance) in their role as Chair of the Children's Services Data Group, the Fife Children's Services Partnership, Scottish Government and Management Information Teams across the Partnership to develop and implement a Management Information Strategy, supporting other key strategies and the priorities outlined within the Fife Children's Services Plan. To identify and advise on trends which are significant for children's services planning. To identify opportunities to develop and deliver improved strategic decision-making information through consultation with strategic leaders within the Fife Children's Services Partnership, and other key stakeholders.	Significant professional experience in a statistical or similar analytical role in a large organisation.	✓	
	Relevant degree e.g. Mathematics, Statistics, Economics, Business Analysis or other related professional qualification with extensive practical experience.	✓	
	Outstanding numerical skills, including the ability to work accurately with complex individual, performance, demographic and general socio-economic data.	✓	
	Expert knowledge of statistical techniques and their application.	✓	
	Understanding of database design management.	✓	

E = Essential Criteria   D = Desirable Criteria

Role Profile

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To work closely with data colleagues in partner organisations to ensure that processes and systems are in place for collation and sharing of the essential data sets required for statistical analysis and performance reporting.	A practical understanding of personal data security, data protection and freedom of information legislation and the impact of developing and publishing performance information.	✓	
To manage and lead projects relating to the statistical analysis of information to provide new and value-adding insights into children's services data.	In-depth knowledge of statistical approaches within a large organisation environment.	✓	
To have financial responsibility and budgetary management for distinct projects relating to information management, statistical analysis or data scrutiny.	Understanding, cutting across traditional boundaries, of socio-demographic factors and how these impact on the delivery of Children's Services		✓
	Strong customer skills and the ability to take a stakeholder view of information, communication and its impact on stakeholders.	✓	
	Advanced user of Microsoft packages that support data analysis and vizualisation (e.g. Excel, Power BI) with experience in producing information in a graphical format.	✓	
	Ability to understand and apply appropriate techniques to gather and analyse data from a range of sources, to produce accurate, meaningful and understandable information.	✓	
	Clear thinker with ability to simplify the most complex of issues and deliver appropriately and efficiently to target audiences.	✓	
	Ability to demonstrate innovative thinking and creative application of new ideas.	✓	

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	An understanding of project management and ability to lead small project teams.	✓	
	Ability to manage time, work and resources effectively and to react positively when under pressure.	✓	
	Understanding of the system, business and performance implications of data process and system design, including security issues associated with communication and information flows.		✓
	Ability to analyse problems and determine solutions and approaches.	✓	
	Knowledge of electronic and, in particular, web-based information delivery channels		✓
	Understanding of the public sector, and children's services in particular, including relevant legislative issues and requirements.		✓
	Ability to provide a regular and effective service.	✓	
To undertake data analysis and statistical modelling to support improvement of children's services: To work closely with the QIO (Strategic Planning & Performance) in Education and other data colleagues across the Partnership to assess and plan incoming work and ensure customer deadlines are agreed, communicated and met. To work closely with the QIO (Strategic Planning & Performance) in Education and other data colleagues across the Partnership. To agree the priorities for in what can be a busy environment with tight and sometimes conflicting deadlines. To work closely with data teams and lead officers across the Fife Children's Services Partnership to ensure effective data collection produces robust and high-quality data sets.	Clear thinker with ability to simplify the most complex of issues and deliver appropriately and efficiently to target audiences.	✓	
	Ability to demonstrate innovative thinking and creative application of new ideas.	✓	
	An understanding of project management and ability to lead small project teams.	✓	
	Ability to manage time, work and resources effectively and to react positively when under pressure.	✓	
	Understanding of the system, business and performance implications of design and presentation, including security issues associated with communication and information flows.		✓

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To work closely with strategic leaders and data teams across the Fife Children's Services Partnership to define the data sets and data extracts required for further analysis. To work closely with partner organisations to agree data and information sharing protocols. To test, assess and develop analytical techniques and approaches to provide continually improving information for managers. To lead the complex analysis and segmentation of data sets for further analysis. To apply a wide range of statistical techniques and analytical approaches to produce an extensive and complex range of performance information. To work closely with the QIO (Strategic Planning & Performance) data teams and lead officers across the Fife Children's Services Partnership to design and deliver supporting databases. To maintain an up-to-date knowledge of new developments and technologies impacting on both data and information management.			

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To provide data and information to strategic leaders of Fife Children's Services Partnership, supporting the Partnership's model of early intervention and prevention:	Ability to provide a regular and effective service	✓	
Advise Leaders on data management, information and statistical issues particularly in relation to emerging best practice in the analysis of results for children and young people.	Knowledge of electronic and, in particular, web-based information delivery channels	✓	
To ensure statistical analysis and presentation meets the needs of key users such as Senior Leaders in the Fife Children's Services Partnership.	Understanding of the public sector, and education in particular, including relevant legislative issues and requirements.		✓
To develop and apply consistent presentation formats including digital and physical media to meet the needs of information users.			
Gather, sort and map conflicting data from a number of different sources and technologies to provide a complete picture.			
Identify and manage different variables, assessing the impact of a range of assumptions, applying the appropriate mix of statistical techniques and data modelling to put these into clearly understandable options for decision makers.			
To interpret information for Senior Leaders in the Fife Children's Services Partnership, highlighting and analysing variations and underlying trends where appropriate.			
To work closely with strategic leaders and data colleagues across the Partnership to develop and meet an annual performance reporting timetable ensuring users have access to the information as and when they would expect.			
To work closely with data teams and lead officers across the Fife Children's Services Partnership to ensure information is, where possible, on-line and accessible, with particular reference to web-based delivery of information.			
To ensure the provision of performance material to support the Joint Strategic Needs Assessment process for children's services planning.			

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To contribute to local and national performance groups and provide advice on relevant statistical techniques to Senior Leadership teams, the Directorate Leadership Team, and Scottish Government To identify opportunities to develop and deliver improved operational decision-making information through direct consultation with senior leaders, managers, other data colleagues across the Partnership, and with partner agencies. To provide timely information in appropriate formats to meet statutory deadlines for children's services planning. To prepare performance information for inclusion in papers and reports for consideration by the Fife Partnership Board and Children in Fife (the governance group for children's services planning). To provide expert advice on the use of statistical techniques to managers. To attend, contribute to, and share best practice with relevant performance groups, including across Fife Partnership and other Children's Services Planning Partnerships.			
To lead in the design and publishing of public performance information Critically assess the effectiveness of the performance information made available to members of the public and to other stakeholder groups, with particular reference to web-based information, and lead the development and implementation of improvements. Work with the QIO (Strategic Planning & Performance) to plan and develop on-line access to performance information for key stakeholder groups.			
To lead on the development, measurement, creation and implementation of the statistical analysis to support Joint Strategic Needs Assessment of children's services To contribute to, and share best practice with, the wider children's services community through attending and influencing national benchmarking and performance groups as opportunities arise.	Ability to work with significant autonomy, ensuring that deadlines are adhered to.	✓	

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To research, collect and understand the segmentation and comparability of benchmarking data, from comparable Children's Services Planning Partnership areas, using a range of benchmarking criteria.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
• Skills Framework (if applicable) • **How** we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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