

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Director Area: GL CCA</b>	<b>Job Ref Number:</b>
<b>Service Area: Resources</b>	<b>Grade: G7</b>

**Job Title: Performance Officer**

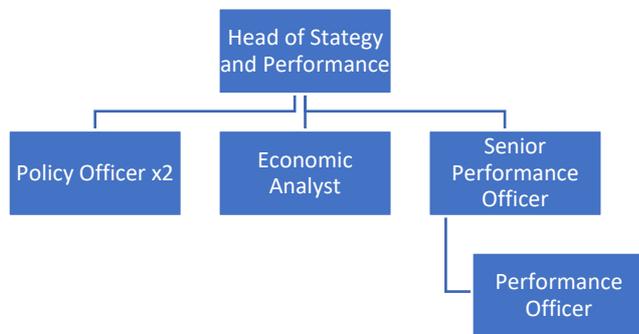
**PURPOSE OF JOB:**

To contribute to the development, implementation and monitoring of performance information for the GLCCA. Operating within a framework that evidences delivery against the devolution agreement, corporate plan, local growth plan, investment plan and broader GLCCA strategies.

**The role will be required to:**

- Support the Senior Performance Officer in the development of projects and programmes within the GLCCA.
- Support the strategic use of performance information.
- Develop and maintain relationships with key stakeholders and across all service areas.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	Support the delivery of the GLCCA performance work programme under the direction of the Senior Performance Officer.
2	Promote good practice in the use of personal and sensitive information within the GLCCA, in line with Data Protection and FOI principles.
3	Use creativity and innovation to address issues and where appropriate provide guidance on solutions.
4	Encourage greater ownership of performance information through innovative and engaging communication and presentation methods.

5	Ensure that performance data is consistently maintained to agreed data standards and managed through appropriate corporate tools.
6	Collect, validate and maintain performance data from a range of internal and external sources.
7	Assist with basic data analysis, trend identification and observations to support service improvement and programme delivery.
8	Support the preparation of statutory returns and ad-hoc data requests to a variety of external bodies.
9	Work with service areas to help define and review KPIS and measures to track progress and outcomes.
10	Keep up to date with relevant legislation, policies, procedures and best practice relating to performance, data and information management.
<p><b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></b></p> <p><i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

## Person Specification

Requirements	Where identified*	Essential	Desirable
NVQ level 4 or equivalent with a professional qualification in a relevant discipline such as data handling.		X	
Relevant experience of performance management or systems administration.		X	
Have a high level of understand of risk management and the implications of risk on the GLCCA and its delivery of services.		X	
Knowledge, skills and experience in a variety of software packages working with large, complex data sets across multiple service areas		X	
Ability to manage competing priorities in a fast-paced Environment.		X	
Excellent communications skills using a wide range of different media including the ability to be tactful, diplomatic, and sensitive.			X
Demonstrate an understanding of Data Protection and Freedom of Information principles			X
Experience in interpreting performance information to facilitate decision making and service improvement.		X	