

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GLCCA – Strategy and Operations	Job Ref Number:
Service Area: Strategy and Performance	Grade: G9

Job Title: Senior Performance Officer

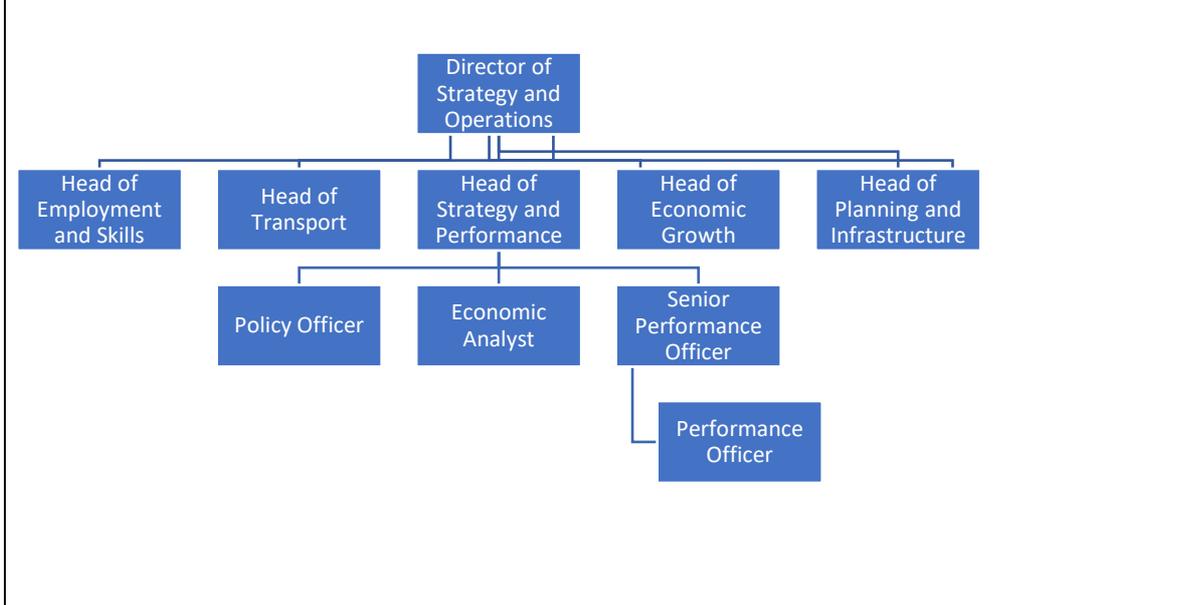
PURPOSE OF JOB:

To lead on the development, implementation, and monitoring performance information for the GLCCA. It will create the necessary performance and governance frameworks to demonstrate delivery against the devolution agreement, corporate plan, local growth plan, investment plan and wider GLCCA strategies. It will work across the GLCCA to ensure that performance is effectively managed and appropriate insight is shared.

The role will be required to:

- Line manage the performance team, overseeing the work programme and ensuring a comprehensive performance framework for the GLCCA
- Design and implement performance arrangements, utilising approach technologies, including AI, to drive performance, activities and insight
- Embed new ways of working across the GLCCA to create a performance focused organisation
- Develop and maintain strong working relationships across all service areas and with stakeholders
- Support the development of projects and programmes within the GLCCA and ensure that appropriate KPI's are agreed to track progress and impact.

TEAM STRUCTURE:



MAIN DUTIES:	
1	Responsible for the line management of a small team, establishing work programmes, targets and managing workloads
2	Drive performance activities for the GLCCA through an agreed work plan and agreed resource allocation.
3	Lead and contribute to the development of the corporate plan performance framework, and the wider performance management of the GLCCA.
4	Manage the provision of any statutory returns to Government agencies against agreed deadlines and to the highest standards.
5	Provide high quality advice and support to the delivery of GLCCA services and ensure robust performance data that enables continuous improvement for the GLCCA
6	Create and deliver reports and presentations, to the Mayor, Members, partners, businesses and wider stakeholders to ensure understanding of performance data, and any associated opportunities, risks or issues
7	Prepare written reports and guidance to support scrutiny of performance and the interpretation of information to a wide variety of audiences
8	Interrogate data and undertake forecasting and analysis to inform policy, programme delivery, allocation of resources and the commissioning of future initiatives.
9	Ensure performance data is well maintained against agreed data standards and within appropriate corporate tools
10	Utilise the Data Protection and Freedom of Information principles to promote good practice in the use of personal, sensitive, information within the GLCCA
11	Create and maintain data repositories (e.g. data lakes) to enable reporting in Business Intelligence tools to meet the needs of the GLCCA and wider stakeholders
12	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
<p><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></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>	

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
A relevant qualification awarded by a recognised institution of Higher Education or professional body or three years' experience in a similar field of work and in a management role.	A	X	
A recognised qualification in Project management and/or Improvement Processes such as PRINCE2 or Agile	A		X
Detailed knowledge, skills and professional experience across the functions of the combined authority	A I	X	
Track record of project management, including the production of project plans, the allocation and management of staff and resources and the quality assurance of deliverables	A I	X	
Advanced knowledge, skills and experience in a variety of software packages working with large, complex data sets across multiple service areas	A I	X	
An advanced ability to communicate at a high level orally and in written form	A I	X	
A detailed understanding of how	A I	X	

data is structured, manipulated and transformed to be able to extract and manipulate data using Business Intelligence Tools and AI solutions.			
Extensive experience in the use of performance information and performance principles to produce analytical summaries to facilitate service improvement and decision making.	A I	X	
An up to date and detailed knowledge of published data sources that can be linked to existing data sources to bring about greater intelligence	A I	X	
Detailed understanding of a diverse range of datasets to assist in the development of analytical methods and/or data presentation techniques and to build an awareness and insight	A I	X	
Detailed knowledge and understanding of Data Protection and Freedom of Information principles	A I	X	