

Assignment Title	Performance Management Information Officer
Assignment Reference	AG0243 – Grade 11

Main Responsibilities & Duties

1. Manages specific processes to provide key performance data. Receives and/or identifies new data requirements, initiates changes to ensure these requirements are met, monitors progress, reviews processes and suggests improvements as required. This includes the preparation and approval of data for release via web-sites and in other public forums.
2. Analyses data produced and provides reports interpreting the data and illustrates the main conclusions for both internal and external customers. This also includes data produced by external agencies.
3. Helps identify needs for new data requirements and develops systems to meet these new requirements. This area of work also includes the creation of robust systems to hold, validate and interrogate non numeric as well as numeric data. As well as the identification of relevant data sources there is also a need to apply complex statistical techniques to analyse the data.
4. Organises the completion and return of various statutory and non-statutory data collections. Data is collected from schools/academies as well as being sourced from internal systems. The data collection process includes establishing timetables of key events, liaison with other teams including software providers, giving advice to school staff, checking of data, and submitting a composite electronic return where required.
5. Contributes to the overall management of the team by advising on the timing of individual tasks, deadlines, and the need for permanent or temporary staff or items of exceptional expenditure.
6. Undertakes research and information management projects at a senior level using a variety of sources, conducts data analysis and collation, reviews against existing arrangements/practices/procedures and makes recommendation for improvements. This requires consultation and liaison with stakeholders, drafting improved procedures and processes and communicating/presenting proposed changes.
7. Ensures the facilitation and organisation of meetings which may involve formal and informal consultation with external bodies and other key stakeholders as well as established groups/meeting cycles within the L&A Job Family. This includes representing the department in internal and inter agency planning, providing information and advice to department service reviews and to joint planning with other public agencies (eg health, police, social care).

8. Responding to ad hoc data requests, including FOI requests, from both internal and external customers. This requires an understanding of the relevant legislation including the Freedom of Information Act and the Data Protection Act.
9. Has responsibility for system management (including user access) for certain ICT software packages used by school and LA staff.
10. Participate in standard processes for Performance Review & Development, Line Management and team meetings.
11. Carries a lead responsibility for, and develops an expertise in, particular methodologies or aspects of information management, for example the measurement of education outcomes.
12. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; information security and organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Contacts & Relationships

- Regular contact with a wide range of Somerset Council staff and with Head teachers for giving and receiving information and advising on statutory returns and interpreting national and other comparative data. Close relationships have been developed with many Heads particularly for matters relating to school improvement and the monitoring of support for schools with weaknesses. Occasional contact is also made with school governors and Councillors for similar purposes.
- Close contact is maintained in particular with those teams and individuals responsible for the importing, maintaining and reporting of pupil and school data within the Council's management information system.
- Also regular contact is maintained with colleagues in other local authorities who deal with similar areas of work, eg through participation in regional meetings and user groups.
- Regular contact is made as appropriate with central government for clarification of statutory responsibilities for reporting/giving feedback on such items as validating the electronic returns or the appropriateness of software for its purpose. Similar contacts are maintained with additional agencies regarding the flow of data and analyses.
- There is occasional contact with parents and members of the general public to advise on the availability of data from local and national sources.
- Frequent contact with managers up to the level of Service Director to discuss implications of reports and make appropriate recommendations about

departmental policy and practice. Also to discuss and advise on systems of planning and performance measurement. Also contacts at senior level throughout the department and with partner agencies to promote the importance of planning and performance monitoring for improved practice.

Resources

The information analyst has access to the Council's main pupil management information system, as well as several different ICT systems including purchased external systems and secure data transfer systems provided by central government.

In addition, the information analyst requires a detailed knowledge of complex data sets held by the Council and elsewhere to advise on their use and the interpretation of the data therein.