

PETERBOROUGH



CITY COUNCIL
Job Description

Department:	Corporate Services
Division/Section:	People Operations BI & Transformation
Job Title:	Corporate Performance Lead
Post No:	
Grade:	12
Reports to:	Strategic Performance & Assurance Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD S[Strategic Performance and Assurance Manager (Grade 14)] --> C[Corporate Performance Lead (Grade 12)*] S --> R[Corporate Risk Manager (Grade 23)] S --> P[Portfolio Reporting Analyst (Grade 12)] C --> SIA1[Senior Information Analyst (EIG) (Grade 10)] C --> SIA2[Senior Information Analyst (SFCC) (Grade 10)] SIA1 --> IA1[Information Analyst (EIG) (Grade 8)*] SIA1 --> IA2[Information Analyst (SFCC) (Grade 8)*] SIA2 --> IA3[Information Analyst (EIG) (Grade 8)*] SIA2 --> IA4[Information Analyst (SFCC) (Grade 8)*] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: up to 4 No. of indirect reports: up to 4
Size of budget:	The postholder will have no direct budget responsibility
Job Purpose:	This role will lead on the management and development of Performance Management and Improvement Framework reporting for the Council. The postholder will lead on embedding an organisation-wide performance management

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	<p>culture by delivering a holistic view of performance against strategic outcomes, business plans and service level priorities. Initiate and manage the delivery of cross-cutting service improvement programmes.</p> <p>Working with the Strategic Performance & Assurance Manager and other senior leadership managers, the post holder will also be responsible for ensuring that the requisite level of performance analysis of soft and hard intelligence takes place to identify and report on performance successes, challenges, including an assessment of risk based on forecasts.</p> <p>The role will guide the development, management and reporting on all performance indicators to support the delivery and development of improved performance and across the organisation.</p> <p>The postholder will also be responsible for the line management of analytical staff with responsibility for supporting corporate functions and place-based analysis.</p>
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Main Duties and Responsibilities:

- Support the development, management and reporting on all performance and indicators.
- Collate Council, Divisional, Directorate and Specialty performance dashboards for the Council CLT and Divisional and Directorate Performance Reviews, ensuring that meeting papers and accompanying information are updated by Divisions and Directorates to enable the Council to identify and act on immediate challenges and focus on areas of concern.
- Lead, manage and develop a strategic corporate performance and support function, ensuring key corporate programmes, projects and leadership meetings are serviced, objectives delivered and priorities met.
- Incorporate performance benchmarking in the Council report and other performance reports, where appropriate, to ensure that comparative data is sourced and reported.
- Support the delivery and development of improved performance and across the organisation, promoting continuous quality improvement.
- Produce ad hoc reports as and when required.
- Managing and develop internal and external cross functional relationships with key stakeholders
- Develop the corporate performance framework, engaging with Strategy & Communications to define corporate outcomes and priorities.
- Develop and oversee regular corporate reporting to support governance structures, and for senior leader and member decision making. Capture feedback and improve reporting products to present information in a meaningful way.
- Develop innovative corporate performance dashboards which provide senior leadership and Members live access to performance information on key priorities.
- Lead in corporate reporting that reflects progress against corporate priorities and delivering on outcomes for residents.
- Act as a critical friend to the organisation, challenge areas of poor performance and utilising data to highlight areas where there is scope for improvement.
- Proactively engage with leaders and members outside the reporting cycle to ensure they are aware of current performance data and trends.
- Manage and support the professional development of Information Analyst
- Ensure the provision of a professional and quality casework and correspondence function, ensuring timely responses to enquiries
- Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- Influence, develop and motivate your team, taking a positive approach to their development.
- Respond to complaints and audits as requested by the CLT or Leadership Team.
- Responsible for the provision of accurate, measurable, quality data to influence and inform corporate business planning and objectives.
- Steering and influencing Leadership Team and senior managers on all matters relating to performance management, business planning and organisational change

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a</p>

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	comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 23/01/2024

COMPLETED BY: Rob Atkins

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