



Person Specification

JOB TITLE: Corporate Performance Lead **POST NO:**

GRADE: **DEPARTMENT:** Corporate Services

HOURS: 37.5

DIVISION: People Operations BI & Transformation **DIRECTOR:** TBC

DATE: 23/01/2024 **COMPLETED BY:** Rob Atkins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of delivering a suite of management information and performance reports. • Highly adept in using Microsoft Power BI and Microsoft Excel. • Working knowledge of SQL and Microsoft Azure is highly desirable. • Ability to demonstrate excellent analytical and numerical skills and confident in communicating complex information to stakeholders. • Knowledge and experience of using statistical modelling to support the creation of business forecasts and forecasting scenarios. 	
SKILLS & ABILITIES	<p>Comfortable dealing with data (analysis, manipulation, statistical representation, display etc) and presentation to non-expert audiences</p> <p>Ability to operate effectively under sustained pressure to deliver against multiple deadlines.</p> <p>Persuasive and effective influencer who can foster partnerships, work collaboratively across boundaries and</p>	

	<p>achieve performance and results through others</p> <p>Strategic and analytical thinking to find innovative and creative problem solving solutions.</p> <p>Ability to think ‘outside the box’ and challenge existing Corporate policies, procedures and practice.</p> <p>Ability to manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.</p> <p>Have the skills and ability to create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority’s policies and procedures.</p>	
EXPERIENCE	<ul style="list-style-type: none"> • A high degree of political sensitivity and the ability to work closely with both senior managers and external stakeholders • Resilience and drive to meet the demands and pressures of the post • People management experience • Encourage a partnership approach to work across the organisation and externally. • Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved. • Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection • Strong communication skills with the proven ability to influence, negotiate and challenge. • Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style 	<ul style="list-style-type: none"> • Experience of managing organisational change. •
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelors degree in a relevant subject (essential) 	<ul style="list-style-type: none"> • Masters degree (desirable) • Management Qualification (desirable)

		<ul style="list-style-type: none"> • Technical qualifications in related technologies (desirable)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • To be self-motivated, able to work under pressure with minimum supervision (A, I) 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A, I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A, I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]