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| **SEND Performance and intelligence officer****SALARY GRADE: HBC7** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| This role will be responsible producing and analysing all key business intelligence performance reports for SEND/Inclusion purposes. The post holder will be responsible for devising and using data systems to provide detailed analysis on performance around key children’s services and supporting with information requirements for inspections were required. The post holder will provide specialist advice, expertise and analytical research to support and facilitate service planning, performance management, and service improvement. The role will interpret and report upon service information across a variety of services requirements to enable the SEND team to make evidence-based decisions to improve the cost effectiveness, efficiency, quality and consistency of service provision. More specific responsibilities include:* To design, create and analyse performance frameworks to assist the SEND team in performance managing and directing service delivery. This will include collating information about data quality, performance processes, and different types and breadth of management information produced by the Council and other parties, including as part of Ofsted or other Inspections.
* Accurate and timely production and submission of performance information for internal reporting as well as government and external regulators and inspectors, including the submission of data returns and self-assessments.
* Detailed analysis interpretation and reporting of performance in accordance with Council, partnership and government policies and priorities and advise and support to SEND priorities.
* In conjunction with partners facilitate the effective and efficient performance management of joint services developing systems processes and procedures whilst ensuring the confidentiality of personal data.
* Use complex reporting tools such as SQL, Microsoft Power BI to undertaken statistical analysis of information, interpret data to highlight key trends, issues and areas of concern and produce detailed activity reports for operational teams and senior managers.
* To support the suitability of OLM Eclipse, Synergy and other case management system to ensure statutory and local priorities can be extracted, and to play a key role in the development of future systems to enable a consistent approach to reporting.
* Work with officers from SEND/Inclusion to support the Council’s corporate and service planning processes, ensuring these plans enable the Council to make the right strategic choices in impacting on outcomes for local people within limited resources
* Work with the SEND Team to contribute to and support the regular review of key Council and partnership plans and strategies ensuring that they are informed by regular and systematic performance information and include appropriate performance frameworks
* Research and be aware of forthcoming and current legislation, guidance, policy development and best practice, and to ensure that relevant requirements are embedded in service practice
* Undertake research to provide evidence for performance planning, reporting and improvement including benchmarking Halton’s performance and practice against other areas
* Prepare reports to senior managers, elected members and partners on performance ins such a way as to become a useful management tool on which to base improvement of service delivery and provide commentaries on performance both in respect of regular reporting frameworks and as one-off reports
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| For this role you will need to be Educated to degree level or equivalent or able to demonstrate extensive relevant performance and improvement experience in local government. In addition you will have:* Experience of performance and improvement work
* Experience of contributing to and development and production of plans and strategies to support the delivery of service improvement
* Experience of developing and monitoring performance objectives, milestones, indicators and targets
* Knowledge and understanding of the performance management process.
* Knowledge and understanding of relevant legislation, guidance, policy frameworks and procedures
* Knowledge of best practice and research findings in relation to the specialist area of service.
* Skills and understanding of work within a political context.
* Ability to analyse complex information and make judgements under pressure.
* IT skills (Microsoft Office, Excel, and any specialist software related to specialist service area, SQL, Power Bi )
* Effective presentation and communication skills.
* Sound organisational and time management skills with the ability to prioritise workload.
* Good interpersonal and team working skills
* Experience of interagency working and multi-agency partnerships
* Knowledge and understanding of data management theory
* Understanding/background in data analysis techniques and interpretation of statistics

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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