

Kent County Council

Job Description: *KSCMP System Performance Analyst*

Directorate: Strategic and Corporate Services

Unit/Section: Strategy, Policy, Relationships and Corporate Assurance

Grade: KR12

Responsible to: KSCMP System Improvement Manager

Purpose of the Job:

The purpose of this role is to lead the analysis of the data produced from the safeguarding of children in Kent. The analyst will play a key role through the application of the Kent Safeguarding Children Multi-agency Scrutiny and Assurance Framework in assuring the three safeguarding partners of the performance of the safeguarding system, identifying strengths and weaknesses and developing processes to provide early warning of declining performance.

The role requires the application of a range of analytical techniques to provide a greater understanding of the safeguarding system, identify emergent risks, issues and trends. The post holder will be required to work closely with other members of the Partnership Team and the Independent Scrutineer, to forge effective working relationships with key staff from the analytical functions in safeguarding partner agencies

Main duties and responsibilities:

1. Using the KSCMP Scrutiny and Assurance framework, develop a systematic approach to the analysis of system data and other intelligence information, to produce regular system performance monitoring reports and analysis to support safeguarding partners scrutinise activity across the partnership.
2. Deliver analytical activity that will be used to assure the safeguarding partners of the efficacy of the safeguarding system. This will include proposing areas for in depth analysis, taking ownership of the collaborative process for agreeing further investigation and producing analytical specifications.
3. Undertake critical analysis of complex and varied data sets and evidence what is working well, what is not working well and where there are emergent risk and issues.
4. Apply a range of analytical techniques, creative and structured thinking to link disparate data sets to further the understanding of the working of the safeguarding system and communicate to a wider audience.

5. Provide analysis for system learning and practice reviews, both local and national (Child Safeguarding reviews) and contribute to the assessment of the effectiveness of actions planned and developed.
6. Lead the development and implementation of risk-based system management and reporting to enable the KSCMP to effectively monitor and shape the system development and improvement across the partnership.
7. Communicate and present complex information in a manner that is accessible to all partners making the complex simple through the development and use of system dashboards including early warning signs and to present this information to a range of audiences in a variety of settings.
8. Work collaboratively as part of the partnership team, providing advice and being the expert point of contact for analysis, sharing knowledge and maintaining (their own) professional development to ensure knowledge remains relevant.
9. Apply the principles of research ethics, data protection, freedom of information and transparency to all work and projects undertaken.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *KSCMP System Performance Analyst*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Relevant degree or qualification at degree level in analysis, or equivalent professional experience.</p> <p>Evidence of continuous professional development.</p>
EXPERIENCE	<p>Experience of research project management and the ability to deliver outcomes within tight deadlines.</p> <p>Experience of managing, building, analysing and reporting on complex data sets.</p> <p>Extensive experience of analysing data to discover and identify partners in data and develop and test hypotheses through use of appropriate models.</p>
SKILLS AND ABILITIES	<p>Ability to identify key and emergent trends and act to progress analysis as appropriate.</p> <p>Skilled in the presentation of highly complex concepts and ideas impartially to non-specialist audiences and communicate clearly to a range of audiences.</p> <p>Able to undertake critical evaluation of data and information with accuracy, perception synthesising and using data from a variety of different sources appropriately.</p> <p>Ability to be flexible in approach adapting to emerging priorities.</p> <p>Able to work collaboratively with partners and team members to respond to provide relevant and high-quality contribution that influences to decision making.</p> <p>Able to work with the minimum of supervision seeking professional consultation as required.</p>

KNOWLEDGE	<p>Understanding of the safeguarding system.</p> <p>Expert and extensive knowledge in a range of techniques to capture, analyse and evaluate data and information accurately, and when appropriately use data from a variety of different sources.</p> <p>Knowledge of standards and ethics in research and evaluation, including Data Protection Freedom of Information and transparency.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Value for money thinking • Innovative thinking • Risk managers • Managing expectations • Political awareness of unpopular decisions • Honesty/bravery • Solutions focused <p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> • Co-production • Collaborative • Competition • Working together • Information sharer • Integrated thinkers <p>Accountable</p> <ul style="list-style-type: none"> • Professionalism • Seeking constant improvement • Quick response in relation to delivery • Acting as a commercial business • Innovator • Capacity builder • Creative • Resilient

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets