

**NOT PROTECTIVELY MARKED**

**JOB DESCRIPTION**

<b><u>Job Title</u></b>	Programme and Performance Data Analyst
<b><u>Reports to</u></b>	Group Manager, Programmes and Performance
<b><u>Reporting staff</u></b>	Programmes and Performance Administrator

**Job Purpose**

Responsibility for the effective delivery of the Programmes Office data analysis and its associated strategic projects and project governance.

Responsibility for delivery of the supporting information and analysis to aid the progress of strategic projects and decision making.

Identify and deliver data and information requests to create documents and reports to provide evidence requirements for strategic projects.

Provide expert knowledge and advice on information and data analysis.

Ensure the appropriate analysis and evaluation is undertaken to support the delivery of strategic projects against the Service Improvement Programmes office objectives.

**Generic Responsibilities/Job Family**

**Specialist**

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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<b><u>Specific Responsibilities</u></b>	
<b>1</b>	Responsible for the set up and maintenance of Programme and Performance function, and associate projects, governance arrangements; ensuring that appropriate mechanisms are in place for recording, decision and review purposes.
<b>2</b>	Deliver fully assured project reports, high-level documentation and research for strategic level presentation and decision making.
<b>3</b>	Responsible for the data and information used as evidence within the strategic projects within the Programmes Office.
<b>4</b>	Produce high quality documents, presentations and reports for a range of both internal and external stakeholders, to support the delivery of the Programmes and Performance function.
<b>5</b>	Actively review, manage and escalate issues and risks associated with the delivery of Programmes and Performance, ensuring, where appropriate that these are managed effectively within the projects team.
<b>6</b>	Deliver the evaluation framework, to review activities and decisions, to ensure that the Programmes and Performance objectives have been met.
<b>7</b>	Ensure that all project documentation is in place and maintained as required, identifying and resolving issues and gaps.
<b>8</b>	Request, analyse, interpret, store and present assured data in a variety of formats to enable decision making across Programmes and Performance workstreams.
<b>9</b>	Create and deliver extensive statistical analysis of both internal and external data and modelling to direct decision making across the strategic projects within the Programmes and Performance workstreams.
<b>10</b>	Write, support and deliver high-level strategic reports for update and decision at a strategic level.
<b>11</b>	Attend internal and external stakeholder meetings, providing input on the data and information, where required, to support the Programmes and Performance consultation and engagement programme.

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