



number one for
service and value



Job Profile

Provisional Job Title:	Grade: PO3
Performance Officer	
Section:	Directorate:
Finance Division	Environment and Community Services
Responsible to:	Responsible for:
Head of Finance and Support	
Post Number/s:	Date 24/03/16

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To coordinate and produce Directorate performance management information; provide support and guidance to Service Heads in developing local performance indicators; provide support and advice in developing Equality Impact Needs Assessments and action plans; undertake annual equality and diversity information audits and represent the Directorate on Council wide groups as required.

Specific Duties and Responsibilities:



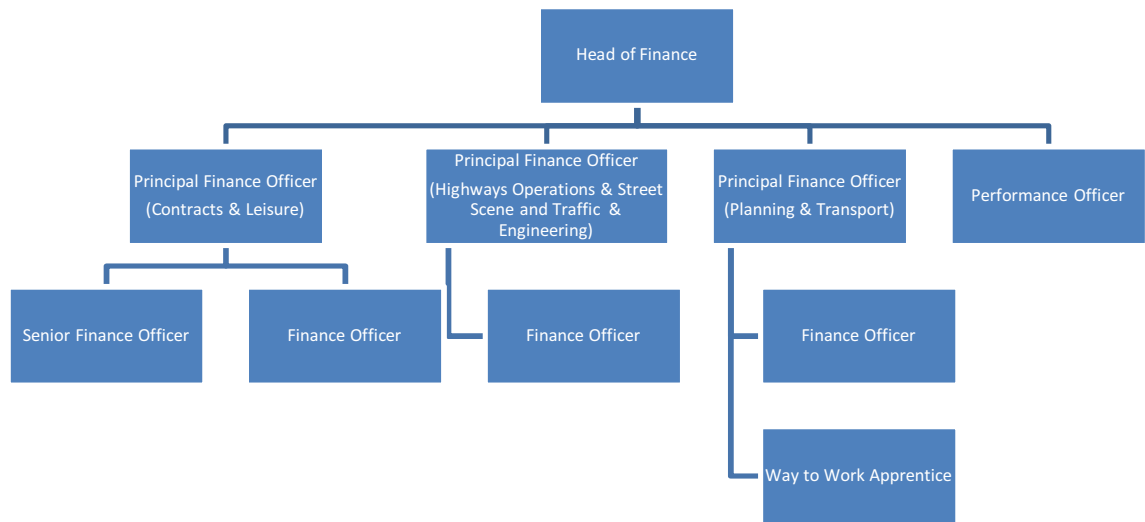
- To lead on the co-ordination and production of directorate performance management information ensuring that all statutory and council requirements for information are met and deadlines are adhered to.
- To provide support and guidance to business areas in developing local performance indicators and assessing how best the information can be collated;
- To support service heads in scrutinising, analysing, interpreting and benchmarking performance data;
- To carry out validation exercises to ensure the quality of our data, which supports our performance management, including ensuring that data collectors are meeting the requirements of each indicator and have clear audit trails;
- To be a point of contact within the Directorate for all performance indicators, updating data collectors with any amendments to definitions;
- To update and administer corporate performance management systems for the Directorate and ensure that data is validated in preparation for monthly/quarterly/annual performance reports;
- To lead on and assist in the further development of Equalities and Diversity within the Directorate (and also within the Resources Directorate if required) ensuring that EINAs are undertaken as appropriate and action plans are developed and implemented;
- To provide directorate equalities and diversity information to meet the Public Sector Equalities Duty requirements;
- To represent the Directorate on council wide groups including Equalities and Diversity, Performance Management, Data Quality and Information Governance;
- To create, edit and update web pages on the Intranet.



Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond’s services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Current team structure





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do'

Requirements	Assessed by A & I/ T/ C
Knowledge	
Knowledge of public sector equalities and diversity requirements	A/I
Knowledge of business planning	A/I
Experience	
Experience of analysing complex data and presenting information in a clear manner	I/T
Experience of providing advice and support to senior managers	I



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Experience of business process analysis to improve recording and gathering of data to ensure optimum data quality	A/I
Experience of analysing service delivery plans for potential equality issues (Desirable)	A/I
Skills	
Ability to plan and manage conflicting priorities and meet deadlines under pressure	I
Ability to build good relationships with senior managers	I
Good IT skills including Excel, Word and ability to use specialised performance management systems	A/I/T
A high standard of oral and written communication	A/I/T
Qualifications	