SSCB Intelligence and Performance Officer

Grade 9

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Staffordshire Safeguarding Children Board (SSCB) is a multi-agency safeguarding arrangement in which safeguarding practice can develop and prosper across the partnership, with a culture of collaboration, integrity, and compassion; promoting the development and wellbeing of children, young people and their families; and protecting them from neglect and abuse.

Working together with partners delivering a range of early help, family support and effective safeguarding interventions which build resilience, remove barriers and enable children and young people to look forward to a brighter future.

**About the role**

The SSCB Intelligence and Performance Officer holds a crucial position by actively supporting safeguarding partners in demonstrating the effectiveness of multi-agency working arrangements by identifying and addressing system issues.

In essence, this post holder will support partners to demonstrate that collaborative efforts among agencies are effective in safeguarding children and that any systemic challenges are promptly addressed.

Reporting Relationships

Responsible to: SSCB Children and Families Partnership Boards Manager

Key Accountabilities:

1. Working with partners, implement the SSCB Business Plan and SSCB Quality Assurance Framework to ensure effective collection, sharing and analysis of data, enables early identification of new safeguarding risks, issues and emerging threats.
2. To liaise and work collaboratively with other quality and performance leads from across partner organisations and other neighbouring multi-agency partnership arrangements to encourage and support a joined-up response to keeping children safe across relevant agencies.
3. To contribute to the development of the SSCB Quality Assurance Programme, Framework, systems and processes through which agencies can be held to account for safeguarding children.
4. To support partner agencies to evaluate themselves, using a set of agreed upon standards and to analyse the information in order to evidence improved outcomes. This includes but is not limited to supporting partners to prepare for reviews, audits, and inspections.
5. Use data analysis to focus on important areas and create reports to show what is working well and what isn’t, with recommendations for improvements to promote and support a learning culture which supports local services to become more reflective and implement changes to practice.
6. To support, develop and continuously improve the SSCB Performance and Quality Assurance Framework and Dashboard to enhance understanding, aid decision making and facilitate challenge to address areas for improvement.
7. Utilise audit findings and learning from other Quality Assurance activity to inform training, development and learning in placing the child and the child’s journey at the centre of the partnership arrangements.
8. To develop and lead multi-agency audit activity in accordance with priorities agreed by the SSCB as part of its Performance and Quality Assurance Framework and audit programme.
9. To promote the participation of, and feedback from children, young people, and their families, as part of quality assurance activity and with regards to the wider work of the SSCB.
10. Establish, develop and maintain supportive relationships with the business team by attending regular team meetings, supervision, and development sessions, including participating in relevant training courses.
11. Any other duties and responsibilities within the scope and purpose of the job and grade as may be required.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to Degree level or equivalent, professional qualification or other evidence of considerable Business Intelligence, data management and analytical abilities * Qualification or experience in statistical analysis | A/I |
| **employer_small** | **Knowledge and Experience**   * Significant, demonstrable knowledge and experience in using a suite of business analytical tools in a public sector/Children and Families’ environment that simplifies data preparation and analysis. * Significant experience in analysing information and using this to provide useful knowledge on the effectiveness of the system for multi-agency partnership colleagues. * Extensive knowledge of a range of (outcome-based) tools and techniques for measuring the effectiveness of the system. * Experience of demonstrating and measuring outcomes for children, young people and families from a performance and intelligence perspective. * Experience of informing, designing and producing accurate, user-friendly, GDPR compliant reports. * Knowledge of predictive analysis and demand management and how that can be presented and utilised in a multi-agency children’s partnership environment. * Experience of using O365 and IT systems to gather, analyse and present information. | A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I  A/I/T |
| **employer_small** | **Skills**   * Advanced IT skills with the ability to undertake research, utilising appropriate methodologies to collate, analyse, evaluate and present information to senior leaders across a partnership. * Excellent ability to analyse problems by understanding the issue and seeking the underlying questions, and by exploring creative solutions with a structured approach. * Effective communication and interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team. * Effective influencing skills in a partnership environment with the ability to use resources flexibly and creatively within partnership working. * Effective planning and project management skills. * Time management skills with the flexibility to meet tight deadlines and adapt to changing workload demands. * Effective written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels. * Strong analytical rigour and attention to detail. * Demonstrate commitment to continuing professional development | A/I/P/T  A/I  A/I  A/I  A/I  A/I  I  I  I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300