



Central South Consortium  
Consortiwm Canolbarth y De

Joint Education Service  
Gwasanaeth Addysg ar y Cyd

## JOB DESCRIPTION AND PERSON SPECIFICATION

### Data and Performance Analyst

<b>Group</b>	Education and Lifelong Learning
<b>Division</b>	Central South Consortium Joint Education Service
<b>Section</b>	School Improvement Service
<b>Sub Section</b>	Data Team
<b>Post Title</b>	Data and Performance Analyst
<b>Vision Post Number</b>	13035
<b>Grade</b>	GR10
<b>Responsible to</b>	Senior Management Information Officer
<b>Post Reporting to this Post</b>	Data and Performance Assistant
<b>Team</b>	School Improvement Service – Challenge & Intervention (Data)
<b>DBS Required Level</b>	n/a
<b>Location</b>	Valleys Innovation Centre
<b>Date of Description</b>	November 2019

### KEY OBJECTIVES

To support the Data, Quality and Intelligence Unit Manager to maintain and advise on the Central South Consortium Joint Education Service responsibilities for the collation, analysis and presentation of pupil, school and Local Authority data.



## **SPECIFIC RESPONSIBILITY**

1. To provide expert knowledge and experience to enable the effective collation, analysis, interpretation and reporting of the performance of the Consortium's Schools.
2. To support the design and development of efficient and effective solutions to identify under performance at school and pupil level, which will enable the Service to develop a risk-based approach to school improvement.
3. Creating and maintaining effective databases of school performance information, including liaison with all Local Authority Officers, Welsh Government, Schools and other appropriate bodies to obtain the necessary data.
4. To proactively support the Data, Quality and Intelligence Unit Manager to seek out and implement best practice in using data and information to enhance Consortium accountability. In doing so, to use own initiative to identify options to improve the Data Unit's performance and impact.
5. Providing data which will enable Challenge Advisors and Local Authorities to monitor school performance on an annual basis.
6. To keep abreast of developments in education data sources, including new regimes announced and introduced nationally by the Welsh Government, and to provide guidance to all stakeholders as required.
7. Maintaining a pupil level database that will utilise the range of pupil level characteristics that are collected via PLASC, and other data sources, for the Local Authorities covered by the Central South Consortium Joint Education Service
8. To support the Senior Management Team to develop information collection and reporting methods to populate the Consortium's internal Performance Management Framework, which will enable analysis of organisational performance data, self-evaluation and consultation analysis and progress against service plans.
9. To be responsible for the regular collection and reporting of Internal Consortium Performance and Management Information, in relation to the above and to support the Data, Quality and Intelligence Manager to prepare the reports for all stakeholders.
10. Providing support to schools with reference to IT based pupil tracking and monitoring systems and pupil progress systems, such as Fischer Family Trust analysis.

11. Receiving and distributing information from external sources, and providing data to enable appropriate Challenge Advisors to respond to Government consultation documents as the need arises.
12. To deputise for the Senior Management Information Officer in their absence.
13. To deliver presentations of latest information/data issues to all levels of staff and management.
14. To attend Strategic working groups as required on behalf of the Data, Quality and Intelligence Unit Manager, to provide expert knowledge on new national developments and their impact on each stakeholder group.
15. To quality assure reports for the accuracy and interpretation of data contained.
16. Creating reports for the organisation that are based on data analyses that involve manipulation of data from various sources, using a range of IT solutions.
17. To be responsible for own personal learning and development.
18. To work as part of the Data, Quality and Intelligence Unit to provide a high level of service to all users within the Joint Education Service and across the Local Authorities.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge / Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Educated to degree level with statistical focussed elements, or previous mathematical research experience</p> <p>Knowledge of ICT packages including Microsoft.</p> <p>Knowledge of issues facing the school improvement sector.</p> <p>The challenges of partnership working.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>Knowledge of the local services and partners engaged in education and lifelong learning.</p> <p>Experience of business analysis tools. E.g. SQL, SSRS, Business objects, MS Power BI, Tableau.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	Working within a partnership environment.	Experience of survey design and analysis e.g. SPSS,

	<p>Production of formal documents and reports, including analysis and presentation of data effectively.</p> <p>Previous experience of office administration.</p> <p>Producing documents and reports for a range of audiences.</p> <p>Experience of utilising databases including the input, retrieval and collation of statistical data and management information.</p>	SNAP
<b>COMPETENCIES</b>		
<b>Working in a Team</b>	<p><b>Helps and supports other team members.</b></p> <p><b>Shares new ideas or effective ways of working with the team.</b></p>	
Communicate Effectively	<p>Sets out written communication clearly, accurately and in a well-structured way.</p> <p>Shares information with others, gives others the full picture.</p>	
<b>Achieving Results</b>	<p><b>Plans and prioritises in advance to meet deadlines.</b></p> <p>Consistently delivers high quality outcomes.</p>	
<b>Personal Effectiveness</b>	<p>Has an action focused attitude to new challenges and change.</p> <p><b>Has strong computer skills, effectively uses current computer systems.</b></p>	
<b>Focusing on Service Users</b>	<p>Ensures customers needs are met by responding to them efficiently and effectively.</p> <p><b>Has a positive attitude towards helping people, and is willing to go the extra mile.</b></p>	
Complying with Health and Safety	<p>Takes responsibility for complying with all Health and Safety procedures and legislation.</p>	
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel throughout the regional areas to meet the requirements of the post.</p>	