



Job Description	
<b>Job title</b>	Knowsley Better Together Performance Officer
<b>Grade</b>	L
<b>Section/team</b>	Policy and Performance
<b>Accountable to</b>	
<b>Responsible for</b>	Development and delivery of partnership performance management arrangements
<b>Date reviewed</b>	February 2022

### Purpose of the job

The post holder will be responsible for developing and delivering the performance management requirements associated with the delivery of the Knowsley 2030 Strategy. The post holder will work with organisations from across the Knowsley Better Together partnership landscape (including the Health and Wellbeing Board) to establish and implement the partnership performance management framework to monitor progress against shared priorities.

The post holder will collate data/ insight from across the partnership and then carry out analysis across a wide range of information and intelligence sources, communicating the results effectively via reports and presentations to various audiences, including senior officers from Knowsley Better Together organisations, Elected Members and partnership boards/ groups to ensure shared priorities are delivered, they have the required impact and help drive performance improvements.

The post holder will be a highly motivated individual with excellent analytical and communication skills, with experience of producing and reporting high quality performance information across a wide range of operations.

### Duties and responsibilities

**This is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**



**Developing and implementing the Knowsley Better Together 2030  
Performance Framework:**

- 1) Working with officers from across the Knowsley Better Together partnership landscape to facilitate the development of the 2030 performance framework, ensuring that the framework supports the partnership to make the right strategic choices in impacting on outcomes for local people within limited resources. The framework must be able to be used to track delivery/ impact of 2030 overall, wider determinants of health and inequalities.
- 2) Provide strategic advice on performance management to the Knowsley Better Together partnership landscape, the Knowsley Better Together Board and the Health and Wellbeing Board.
- 3) Progress the development, implementation and maintenance of the partnership performance management framework which enables the delivery of the partnership plans and developments.
- 4) Provide the framework, facilitation, insight and intelligence to enable governors (including Elected Members) and senior officers from across the the partnership to identify the right priorities and interventions to have the greatest sustainable impact on Knowsley 2030 outcomes to address inequalities in Knowsley.
- 5) Develop a suite of formats for reporting and tailor format/ report/ presentation styles to respective audiences to ensure audience can understand/ use the information to inform decision-making.
- 6) Supporting the implementation of the 2030 performance management framework for services and interventions by:
  - (i) working with relevant officers from the Council and other partners to ensure the framework meets requirements, including the need to track progress from the perspective of 2030 overall, wider determinants of health and inequalities;
  - (ii) acting as the performance link officer for the Knowsley Better Together Board and wider partnership and the Health and Wellbeing Board and building up an excellent understanding of those operations to ensure that effective performance and accountability arrangements are in place;
  - (iii) ensuring that all performance reports are produced on time and in an appropriate format;
  - (iv) ensuring the development of robust performance measures and targets, to enable the monitoring of progress against service objectives;
  - (v) co-ordinating the collection and submission of data related to performance indicators;



- (vi) preparing regular reports and updates for partnership meetings;
  - (vii) gathering comparator data for Knowsley, in line with benchmarking requirements; and
  - (viii) monitoring the quality of data collection.
- 7) Maintain an effective approach to managing, capturing and analysing performance data/ insight and reporting.
  - 8) Identify areas that require development and improvement and, working with other relevant Performance Officers from across the partnership, support such work from an intel/ performance perspective.
  - 9) Monitor and evaluate the impact and benefits of the actions set out in the delivery plan(s).

**Support a performance management culture within the Knowsley Better Together Board, Health and Wellbeing Board and wider partnership:**

- 1) Identify and develop flexible approaches to performance, including using qualitative research methods to understand how progress is made, in addition to considering data driven key performance indicators.
- 2) Support the development of evaluation programmes connected with the delivery of Knowsley 2030 to develop understanding of what difference is being made.
- 3) Support the development of data sharing agreements across different organisations for support the delivery of the Knowsley 2030 Strategy and support the development of a culture of sharing information across organisational boundaries. Working with information security/ IT colleagues to ensure information is shared safely and appropriately.

**Support the Council's development of evidence-based strategy**

- 1) Play a key role in the development of the Knowsley Intelligence Hub, in promoting this to partners and gathering information for use.
- 2) Assist in the collation and analysis of qualitative and quantitative evidence for the Council's development of strategy and policy.
- 3) Ensure all data held is in line with the General Data Protection Regulation.
- 4) Play a key role in the Council's development of the Joint Strategic Needs Assessment.



- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.