



Cumberland Council

Post Specification

Date	February 2024
Post Group Number	6437
Post Title	Performance Officer
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description	
Cumberland – Performance & Analysis Team – Assistant Chief Executive's - Policy, Planning & Performance	
Purpose of this post	
To provide advice and support to Senior and Service Managers and Elected Members on the implementation of the Council's Performance and Risk Management Framework, ensuring that good quality, relevant and timely information is used by Officers and Members to inform effective decision making.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To lead on the regular reporting and monitoring of the Council's performance, including statutory data submissions, ensuring that all stakeholders have access to up to date, good quality performance, risk, programmes and project management information.2. To work with elected members, service managers, and commissioners of services to understand the Council's business, and to support the identification of performance measures, risks and other activity that will contribute to the successful delivery of Corporate, Service and statutory priorities.3. To work with elected members, service managers, and commissioners of services to understand the Council's business, to diagnose Council and Service performance, and to identify and support the implementation of solutions and actions to improve performance.4. To lead on the development, maintenance and presentation of good quality, relevant, and timely performance/risk/project management information reports and work with senior and service managers to use the content of reports to identify and implement opportunities for improvement.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• Co-ordination of resources to deliver agreed work programmes and projects
Staff Management Responsibilities	<ul style="list-style-type: none">• No direct line management responsibilities.• Responsible for leading a team of peers and/or multi-functional teams on specific projects.
Other	<ul style="list-style-type: none">• N/A
Essential Criteria - Qualifications, knowledge, experience and expertise	

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4).
- Good level of experience of interpreting and using performance and risk management information to influence senior managers in a local authority and partnership context.
- Established people management and interpersonal skills and ability to influence.
- Substantial experience of sourcing and interpreting large volumes of data and collating data into high quality management information.
- Good written and verbal presentation skills.
- Politically astute in a rapidly changing environment.
- Able to operate standard office equipment and ICT skills

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Moderate
Physical Demands	Minimal
Working Conditions	Minimal

Other Factors

- N/A