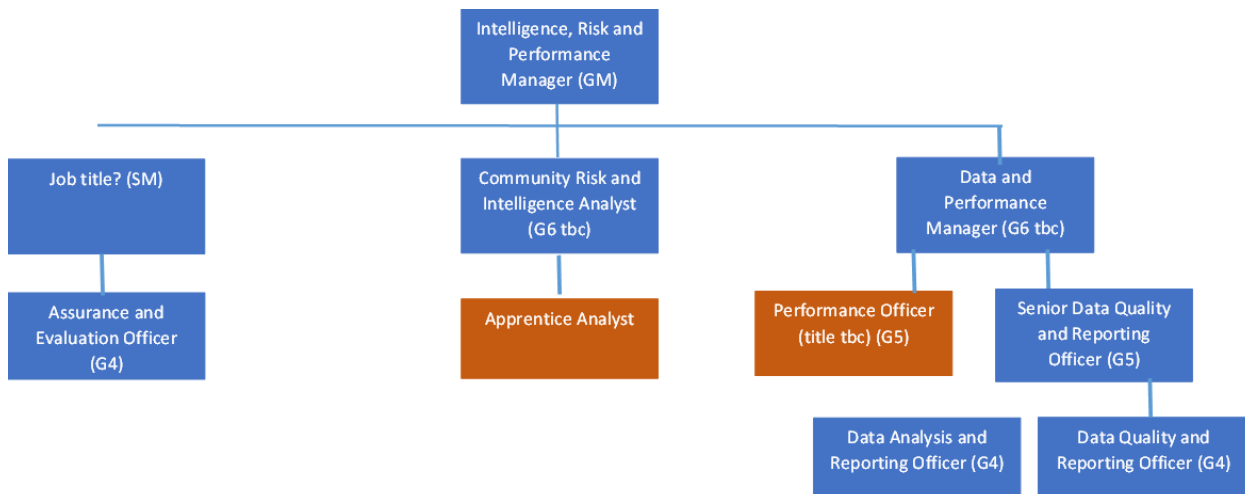


Job Title:	Data and Performance Manager		
Post Reference		Temporary/Permanent	Permanent
Grade:	Grade 6	Hours:	37 Hours
Reports to:	Intelligence, Risk and Performance Manager		
Line Management responsibilities: (Direct and Indirect)	Direct		
Directorate/ department:	Corporate Services		
Location:	Newsham Court		
Politically restricted:	No		
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job:			
<p>To lead the Data and Performance and Team with accountability for a number of functions including performance management and data quality and analysis. The role will be responsible for providing professional and specialist expertise and guidance in support of a number of corporate programmes, ensuring an evidence and risk-based approach is taken in the development and planning of services across the organisation and acting as the data manager for Royal Berkshire Fire and Rescue Service to ensure data quality and integrity on behalf of the organisation. The postholder will be responsible for the development and monitoring of Corporate and Service level performance measures.</p>			

Organisational Structure



Key responsibilities and Deliverables:

- Lead the organisation in the development of a set of useful, robust corporate and service measures, in line with the Performance Management Framework, working closely with the Senior Leadership Team. Ensure these are consistent with, or complementary to nationally agreed data collections and measures.
- Act as the lead for reporting on corporate performance ensuring robust and transparent information is provided to the Strategic Performance Board, Senior Leadership Team and Audit and Governance Committee.
- Act as the data manager for RBFRS ensuring processes produce and handle data correctly and result in reliable outputs with quality assurance procedures and practice
- Manage the provision of advice and analysis to support timely, accurate and easy to understand performance information and reports to enable scrutiny of performance at an organisational, departmental, hub, team and project level. Both for regular monitoring of business as usual, and in response to specific requests relating to particular issues, ensuring an evidence and intelligence-led approach in decision-making.
- Manage the completion of relevant data returns to outside bodies and ensure that such returns are completed in accordance with guidance notes, timetables and legal requirements.
- Ensure data and analysis published and reported on is accurate and consistent and that RBFRS is providing an open and transparent service to the people of Berkshire.

- Work closely with Business Information and Systems to ensure the systems supporting data and performance are fit for purpose and appropriate for the end user.
- Contribute towards the management and preparation for the external inspection of the Service, with specific accountability for data collation and submission.
- Contribute to the development of the sectors approach to the analysis of data, performance and risk at a national level.
- Contribute towards to the development and delivery of quality assurance activities ensuring a robust and comprehensive approach with outcomes feeding into a programme of continuous improvement.
- Provide effective line and team management, ensuring individuals are clear about what is expected from them, and are kept informed about their performance, through appropriate supervision arrangements and appraisal.
- Attend external and internal meetings including Fire Authority/Committees and Senior Leadership Team meetings where required.
- To assist with other duties within the Corporate Services team as required.

Personal Specification

Qualifications and training	On recruitment	After Training
Educated to a degree level including a data analysis component	X	
Managerial/leadership qualification		X

Knowledge, skills and experience	On recruitment	After Training
The ability to analyse, interpret and present data effectively to a variety of audiences in various formats.	X	
Sound influencing, interpersonal and negotiating skills	X	
Resilience under pressure	X	
A strategic thinker who is also good on detail	X	
High level of political awareness and sensitivity	X	
Knowledge of working to statutory, legislative and industry standards relevant to the role	X	
Understanding of relevant RBFRS policies and systems		X

Proven experience within a data management, statistical, performance or other analytical role	X	
Experience of managing and leading a team, including planning and prioritising work	X	
Experience of using data management and analysis software	X	

Other Requirements

Ability to travel to other locations within the county of Berkshire
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Service Delivery to our communities	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Safety and Wellbeing	Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Paul Bremble, Head of Corporate Services		
Approved by:	Nikki Richards, Director of Support Services		
Profile Effective from:		Last reviewed:	
Post holder name		Signature	
		Date	