JOB DESCRIPTION

Job title	Data & Performance Analyst (Performance Support Worker)		
Sector/Function	Substance Misuse & Public Health		
Department	IMT - Insight		
Reports to	Regional Performance Lead		
Grade	3		
Job purpose	To support Regional Performance Leads and associated key stakeholders to ensure the provision of accurate and timely performance data. Delivered by inputting, quality assessing, mitigating risk/issues, reporting and promoting good data quality outcomes		
Key accountabilities	Input data in relation to service delivery on to the Client Record system accurately and timely from other workers as required		
	Analyse data, presenting outcomes in simple and accessible formats that meet customer needs.		
	Proactively identify gaps in performance data/MI in order to enhance organisational intelligence/operational effectiveness. Identify, communicate, educate and implement solutions as appropriate, escalating more complex matters in line with departmental/BU requirements.		
	Identify, in conjunction with Regional Performance Manager, development opportunities to support personal growth in conjunction with driving the reporting strategy. Participates effectively in on-going personal development		
	To ensure effective data governance, including confidentiality, as required under the Data Protection Act and GDPR, reporting any breaches or risk of breaches in line with guidelines		
	To fully support the Turning Point values and operate in line with all policy and practice, including regulatory standards. Ensure activities are driven by organisational strategy and business plans		
	To undertake ad hoc work as necessary to support agreed business and service objectives		
	Any other duties as reasonably required for the role, as directed		

Dimensions	Direct reports	None
	Total staff overseen	N/A
	Internal contacts	Regional Performance Manager
		Business Partner (Insight)
		Team (Hub) Manager
		Internal customers and other key stakeholders
	External contacts	None
	Planning outlook	3 months
	Problems solved	Data quality/accuracy
		Efficiency of data entry
		Data 'gap' identification
		Data quality
	Financial authority	N/A