

## JOB DESCRIPTION

<b>Job title</b>	Data & Performance Analyst (Performance Support Worker)
<b>Sector/Function</b>	Substance Misuse & Public Health
<b>Department</b>	IMT - Insight
<b>Reports to</b>	Regional Performance Lead
<b>Grade</b>	3

<b>Job purpose</b>	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
<b>Key accountabilities</b>	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 Lead, 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

<b>Dimensions</b>	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