



## Job Description

### Data Performance Manager

Job Details	
Grade	GR5
Number of Posts	
Department	Commissioning
Reporting to	Head of Strategic Commissioning Service

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p><b>Our Vision:</b></p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li></ul>



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

- The job purpose and key responsibilities outlined below describe activities that will be undertaken within the function at a specific grade. It is recognised that not all elements will always be a core part of individual roles. Similarly, there will be differences of emphasis within these areas of key responsibility depending on the exact role. However, working within Fostering will be expected to be able to work flexibly to ensure that the Service is able to deliver on key objectives and meet regulatory requirements. As such there is an expectation that officers will need to contribute across areas of responsibility as required.
- The performance manager will have the lead in performance data for the fostering agency and therefore be responsible for introducing and developing systems, producing statistics and reports, and consulting with other departments within the Trust.
- To take a lead role in fostering performance data, systems, and reporting.
- To take delegated responsibility for effective systems across the Trust.
- To make a key contribution to ensuring that the service delivers against key Directorate priorities and targets, as well as operating within cash limit / activity budgets set out in the Council's financial plans.
- To apply intelligence and expertise to assist and inform decisions in relation to fostering and children in care placement options.
- To support and manage change within the Directorate.
- To make a key contribution to the delivery of the strategic commissioning intentions of the Trust and its partners.
- To support the continual development of the Trust fostering service and children's trust so that it makes best use of resources and delivers value for money.



<ul style="list-style-type: none"><li>• To ensure the provision of effective, consistent, and delivery-focused activity that enables improved outcomes for service users to be achieved.</li></ul>
<ul style="list-style-type: none"><li>• To make a key contribution to the development of relationships with internal stakeholders, suppliers, and organisations to deliver services and support that result in improved outcomes for citizens.</li></ul>
<ul style="list-style-type: none"><li>• To develop an evidence base that supports the delivery of improved outcomes through innovative practice.</li></ul>
<ul style="list-style-type: none"><li>• To provide comprehensive intelligence, analysis and research as required by various stakeholders that drives continuous improvement and a performance management culture within the Directorate and partners.</li></ul>
<ul style="list-style-type: none"><li>• To problem solve and develop new systems within the directorate.</li></ul>
<ul style="list-style-type: none"><li>• To ensure that service users, carers and parents are demonstrably and successfully involved in developing services.</li></ul>
<ul style="list-style-type: none"><li>• To provide senior managers with high quality reports that include key statistics and analysis.</li></ul>
<ul style="list-style-type: none"><li>• To take a lead operational role in the Directorate's research governance process; providing advice and support to staff to undertake research and evaluation that assists in service improvement.</li></ul>
<ul style="list-style-type: none"><li>• To work within the requirements of Trust employees, meeting the codes of conduct.</li></ul>
<ul style="list-style-type: none"><li>• To remain professional and ensure the fostering agency and Trust values are adhered to.</li></ul>
<p>The collective activities required by Grade 5 (GR5) officers working flexibly across the Trust to meet service needs. On a day-to-day basis, manage the learning and development function in providing a professional, proactive service to foster carers and staff, delivering creative learning solutions across the organisation in meeting the needs of the fostering service and Birmingham Children's Trust.</p> <p>The following is not an extensive list.</p>
<ul style="list-style-type: none"><li>• To make a key contribution to the gathering of information, analysis, interpretation, and reporting of performance across a range of the Directorate's activities and, where relevant, activity with partners.</li></ul>
<ul style="list-style-type: none"><li>• Be responsible for selecting and managing training resources, including working with both internal employees and external training providers to develop and deliver training.</li></ul>
<ul style="list-style-type: none"><li>• To take delegated responsibility for the implementation and delivery of performance and governance strategies.</li></ul>
<ul style="list-style-type: none"><li>• To actively support the development and implementation of processes.</li></ul>
<ul style="list-style-type: none"><li>• To manage the capture and analysis of a wide range of data (including national and statistical</li></ul>



neighbours) and intelligence that will inform the formulation and review of commissioning intentions and strategic priorities.
<ul style="list-style-type: none"><li>• To accept delegated responsibility for the preparation and response to statutory data returns and reports required by Ofsted, Government, Freedom of Information requests.</li></ul>
<ul style="list-style-type: none"><li>• To undertake desktop research to inform service and policy development.</li></ul>
<ul style="list-style-type: none"><li>• To play a key role in the development of projects and to support the production of robust business cases in response to performance data and information.</li></ul>
<ul style="list-style-type: none"><li>• To engage Professionals, service users and peers to improve systems and data intelligence</li></ul>
<ul style="list-style-type: none"><li>• Attend foster carer forums and work closely with representatives to ensure foster carers feel heard and that the service meets their needs.</li></ul>
<ul style="list-style-type: none"><li>• To be familiar with fostering regulations and national minimum standards and ensure training addresses these, as well as current issues pertinent to the role within fostering services</li></ul>
<ul style="list-style-type: none"><li>• To make a key contribution to the preparation and delivery of options appraisals to inform decision making.</li></ul>
<ul style="list-style-type: none"><li>• To take a lead support role in the development of systems and performance data to promote improved outcomes and individual projects.</li></ul>
<ul style="list-style-type: none"><li>• To support the development and monitoring of the fostering agency's Statement of Purpose, Strategic Service Plans.</li></ul>
<ul style="list-style-type: none"><li>• To develop and provide management information datasets which meet both the requirements of the future operating model and statutory responsibilities. This will include taking a lead support role in the delivery of continuous improvements in performance and quality to ensure KPI's, key outcomes and targets are achieved in line with Council and partner priorities, statutory and community requirements.</li></ul>
<ul style="list-style-type: none"><li>• To ensure that members of a team are accountable, effectively managed, and supported.</li></ul>
<ul style="list-style-type: none"><li>• To conduct activity to address risk and safeguarding issues for individuals, as well as organisational capacity and capability issues.</li></ul>
<ul style="list-style-type: none"><li>• To strengthen the development of evidence informed policy and practice by providing advice and guidance relating to sources of evidence within the Trust and wider Council.</li></ul>
<ul style="list-style-type: none"><li>• To be responsible for the extraction, collection, validation, and submission of information to meet statutory requirements within agreed timescales on behalf of the Directorate.</li></ul>
<ul style="list-style-type: none"><li>• To identify and analyse a range of quantitative and qualitative data and make service recommendations.</li></ul>



- To take on delegated responsibility for the review of strategies and policies adopted by the Trust and the City Council for which the Directorate for People is the lead Directorate to ensure these are compliant with legislation and deliver corporate and as appropriate, regional, and national priorities.
- To prepare regular and ad-hoc reports, as appropriate summarising status on issues, appraising outcomes and providing progress updates.
- To build awareness of the benefits of diversity and build an active commitment to equality of opportunity for all.
- To work according to the principle of improvement through innovation.

### Key Information

Is a Safeguarding Check needed?		<b>Children</b>	<b>Adults</b>	<b>Children and Adults</b>
	Basic	x		
	Enhanced			
Will this position have Line Manager Responsibility?	Dropdown Options: <input type="text" value="Yes"/>			

### Person Specification

#### Essential Criteria

Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications

CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF, I & E	Ability to demonstrate a significant level of experience working at this level.
Qualifications	AF, I & E	Evidence of recent development and learning



Experience	AF, I	Experience of the development and delivery of performance management frameworks to ensure service improvement and effectiveness
Experience	AF, I	Understanding how equal opportunities are applied within a large and complex organisation.
Experience	AF, I	Experience of applying knowledge of relevant legislation in the development and implementation of service specification standards and related performance reporting.
Experience	AF, I	Experience of the development, maintenance, evaluation and review of systems and supporting tools to support the data requirement.
Skills	I, E	Ability to prioritise competing demands on own resources to deliver identified outcomes
Skills	I, E	Effective IT skills which enable successful service delivery
Skills	I, E	Demonstrable ability to communicate and engage with all stakeholders effectively to shape service development and delivery.
Skills	I, E	Ability to translate strategic priorities/policies into defined delivery plans.
Skills	I	Highly developed knowledge of data analysis, information gathering and research approaches and techniques
Skills	I	Ability to deliver objectives in a pressurised environment and



		against tight deadlines.
Training	AF, I, E	Ability to demonstrate a significant level of experience working at this level.
Training	AF	Evidence of recent development and learning

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

