

## Lead Performance Analyst (Statistician)

Reference No.	SS1265	Type	Individual
Service	Education		
Job Family	Professional	Grade	FC9

## Purpose

To identify and undertake research; data collection & analysis and statistical modelling to support and advise Heads of Service, managers and Headteachers on issues related to the key Directorate aims and priorities.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

### To lead development and evaluation of Service Strategy and Policy:

To work closely with the Quality Improvement Officer (Strategic Planning & Performance), Directorate Leadership Team, the Children's Services Partnership, Scottish Government and the Education Information Management Team to develop and implement a Management Information Strategy, supporting other key strategies and the priorities outlined within the Directorate Plan.

To identify and advise on trends which are significant for service planning.

To identify opportunities to develop and deliver improved strategic decision-making information through consultation with Headteachers, Education Managers, Heads of Service, and other stakeholders across the Directorate and SEIC.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**

**D**

Significant professional experience in a statistical or similar analytical role in a large organisation.

X

Relevant degree e.g. Mathematics, Statistics, Economics, Business Analysis or other related professional qualification with extensive practical experience.

X

Outstanding numerical skills, including the ability to work accurately with complex pupil, performance, demographic and general socio-economic data.

X

Expert knowledge of statistical techniques and their application.

X

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>To work closely with colleagues and partners to ensure that specifications for new systems and developments can collect and share the essential data sets required for statistical analysis and performance reporting.</p> <p>To manage and lead projects relating to the statistical analysis of information in new and innovative methods within Education and at Council-wide level.</p> <p>To have financial responsibility and budgetary management for distinct projects relating to information management, statistical analysis or data scrutiny.</p>	<p>Understanding of database design management.</p> <p>A practical understanding of personal data security, data protection and freedom of information legislation and the impact of developing and publishing performance information.</p> <p>In-depth knowledge of statistical approaches within a large organisation environment.</p>	<p>X</p> <p>X</p> <p>X</p>	
<p><b>To undertake data analysis and statistical modelling to support school and service improvement:</b></p> <p>To work closely with the Education Information Management Team to assess and plan incoming work and ensure customer deadlines are agreed, communicated and met.</p> <p>To work closely with the Education Information Management Team to plan work. To agree the priorities for the information management team in what can be a busy environment with tight and sometimes conflicting deadlines.</p> <p>To work closely with members of the Education Information Management Team to ensure effective data collection produces robust and high-quality data sets.</p> <p>To work closely with members of the Education Information Management Team to define the data sets and data extracts required for further analysis.</p> <p>To work closely with partner organisations to agree data and information sharing protocols.</p> <p>To test, assess and develop analytical techniques and approaches to provide continually improving information for managers.</p> <p>To lead the complex analysis and segmentation of data sets for further analysis.</p> <p>To apply a wide range of statistical techniques and analytical approaches to produce an extensive and complex range of performance information.</p>	<p>Understanding, cutting across traditional boundaries, of socio-demographic factors and how these impact on the delivery of Children's Services</p> <p>Strong customer skills and the ability to take a stakeholder view of information, communication and its impact on stakeholders.</p> <p>Advanced user of Microsoft packages that support data analysis and visualisation (e.g. Excel, Power BI) with experience in producing information in a graphical format.</p> <p>Ability to understand and apply appropriate techniques to gather and analyse data from a range of sources, to produce accurate, meaningful and understandable information.</p> <p>Clear thinker with ability to simplify the most complex of issues and deliver appropriately and efficiently to target audiences.</p> <p>Ability to demonstrate innovative thinking and creative application of new ideas.</p> <p>An understanding of project management and ability to lead small project teams.</p> <p>Ability to manage time, work and resources effectively and to react positively when under pressure.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

E = Essential Criteria   D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>To work closely with the QIO (Strategic Planning &amp; Performance) Directorate Leadership Team and the Education Information Management Team to design and deliver supporting databases.</p> <p>To maintaining an up-to-date knowledge of new developments and technologies impacting on both data and information management.</p>	<p>Understanding of the system, business and performance implications of data process and system design, including security issues associated with communication and information flows.</p> <p>Ability to analyse problems and determine solutions and approaches.</p>		X

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<p><b>To provide data and information to Headteachers, Managers and Heads of Service, supporting proportionate intervention in schools:</b></p> <p>Advise Directorate Leaders on data management, information and statistical issues particularly in relation to emerging best practice in the analysis of pupil results.</p> <p>To ensure statistical analysis and presentation meets the needs of key users such as Heads of Service, Education Managers, QIOs and Headteachers.</p> <p>To develop and apply consistent presentation formats including digital and physical media to meet the needs of information users.</p> <p>Gather, sort and map conflicting data from a number of different sources and technologies to provide a complete picture.</p> <p>Identify and manage different variable, assessing the impact of a range of assumptions, applying the appropriate mix of statistical techniques and data modelling these into clearly understandable options for decision makers.</p> <p>To interpret information for Heads of Service and other leaders, highlighting and analysing variations and underlying trends where appropriate.</p> <p>To work closely with the Education Information Management Team to develop and meet an annual performance reporting timetable ensuring users have access to the information as and when they would expect .</p> <p>To work closely with the Education Information Management Team to ensure information is, where possible, on-line and accessible, with particular reference to web-based delivery of information.</p> <p>To ensure the provision of performance material for inclusion in service and schools plans, service and school standards &amp; quality reports, school booklets, and school information sites.</p> <p><b>To contribute to local and national performance groups and provide advice on relevant statistical techniques to Senior Leadership teams, the Directorate Leadership Team, SEIC, ADES and Scottish Government</b></p>	<p>Knowledge of electronic and, in particular, web-based information delivery channels</p> <p>Understanding of the public sector, and education in particular, including relevant legislative issues and requirements.</p> <p>Ability to provide a regular and effective service.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>

## Role Profile

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<p>To identify opportunities to develop and deliver improved operational decision-making information through direct consultation with managers, schools, team leaders, and other staff in the Directorate, with other council services and with partner agencies.</p> <p>To provide timely information in appropriate formats to meet service, council, and national deadlines.</p> <p>To prepare performance information for inclusion in education papers and reports for consideration by area and council committees, Council Management Team, and community partner groups.</p> <p>To provide expert advice on the use of statistical techniques to managers.</p> <p>To attend, contribute to, and share best practice with relevant performance groups, including across the Council and within the Regional Improvement Collaborative.</p>			
<p><b>To lead in the design and publishing of public performance information</b></p> <p>Critically assess the effectiveness of the education performance information made available to pupils, parents and families and to other stakeholder groups, with particular reference to web-based information, and lead the development and implementation of improvements.</p> <p>Work with the QIO (Strategic Planning &amp; Performance) to plan and develop on-line access to performance information for key stakeholder groups.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

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## Role Profile

To lead on the development, measurement, creation and implementation of the statistical analysis of the Curriculum for Excellence for the Education Service
To contribute to, and share best practice with, the wider education community through attending and influencing national education benchmarking and performance groups as opportunities arise.
To research, collect and understand the segmentation and comparability of benchmarking data, from comparable schools and local authorities, using a range of benchmarking criteria.

Ability to work with significant autonomy, ensuring that deadlines are adhered to.		

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>