

Job Description

Job Title:	Senior Data and Performance Analyst
Service:	Coram Ambitious for Adoption Regional Adoption Agency
Reporting to:	Managing Director Coram Ambitious for Adoption Regional Adoption Agency with Dotted line to Coram-i MD
Salary Range:	<i>Circa 42K depending on experience</i>

Key Purpose of the Role:

- To provide the data analysis function for reporting on process and outcomes in the delivery of the regional adoption agency (as a commissioned VAA), to support the delivery of and report on the outcomes for adoption and relevant services
- To oversee and present data as required for the performance monitoring of services and reports required for the Strategic Governance Board of the RAA, for the national scorecard and to assist LAs in their returns and preparation for statutory inspections.

Main Duties & Responsibilities:

- Work with participant authorities and conduct on-site observations to determine the most appropriate methods, and interfaces to meet the service needs of the RAA.
- Collection, quality assurance and recording of the data required by the RAA
- Using selected tools for the RAA, analyse all relevant performance data to provide insight into how to improve performance and efficiency of the service in the context of permanency options for children, the child and adopter journeys.
- Write reports and presentations for senior managers that clearly set out the findings from any analysis undertaken and make recommendations.
- Support the delivery of qualitative and quantitative analyses for Ambitious for Adoption, using data as a tool for performance enhancement and enabling clear targets to be set as the service develops
- Develop solutions or alternative practices to overcome issues faced by participant authorities and others in relation to the collection of and analysis of data.
- Recommend changes to management information systems that will help improve the collection and use of data and mobilise new solutions as relevant to meeting the goals of the service
- Comply and enable compliance, working within the policy and quality framework for the RAA and Coram including GDPR
- Operate effectively and collaboratively within the Coram mission as a centre of excellence for the delivery of permanency services to vulnerable children.

Person Specification

Qualifications

- A degree in a subject that included a significant element of quantitative analysis

Skills Knowledge & Experience

- Evidenced interest in, and commitment to, the best outcomes for children and young people, including knowledge of issues affecting children and young people in statutory or community settings.
- Ability to use both numerical and qualitative data to inform work plans.
- Ability to interpret a wide range of information and use these findings to make proposals.
- Knowledge and understanding of current adoption trends and service provision in working with children and young people is desirable.
- Ability to develop and implement service-wide strategies for data collection and use, with a particular focus on the ability to review and plan for service improvement.
- Ability to think strategically and creatively to solve problems and operate creatively across multiple sites of co-located services
- Evidence of having prepared reports and presentations for a variety of audiences with the proven ability to act as an effective ambassador for the organisation
- Strong communication skills, with the ability to communicate clearly and precisely in both writing and speaking, as well as good listening skills and interpersonal skills
- Able to drive and influence change and enable high standards of performance and quality management of case management and data systems for the RAA, responding to challenges effectively and mobilising data literacy across the service
- The ability to work under tight deadlines and use time efficiently to complete projects on time while working to conflicting deadlines.
- Committed to professional development and able to support and work with others to motivate and ensure positive outcomes for children
- Ability and commitment to work within a Commissioned Service Model driven by standards of performance and outcomes for children and ability to represent Ambitious for Adoption in external and internal meetings
- Able to evidence knowledge and understanding of local authority responsibilities for children and young people, and how these are delivered (e.g. partnerships as well as core functions through children's social care)
- Experience of service improvement work would be advantageous, as would an understanding of the regulatory framework within which public services operate including adoption and data requirements

- Strong IT Skills in Microsoft packages such as PowerPoint, Word, Excel and Outlook.