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**PG**

**7595**

**Post Specification**

**Organisational**

**Support**

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| **Date** | **April 2023** |
| **Post Title** | Performance Officer |
| **Job Family Role Profile** | **OS 11** |
| **Final Grade** | **Grade 11** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| To provide advice and support to Senior and Service Managers on the implementation of the Service’s Performance and Risk Management Framework, ensuring that good quality, relevant and timely information is used by Officers and Cumbria Commissioner Fire and Rescue Authority to inform effective decision making. |
| **Key job specific accountabilities** |
| 1. To lead on the regular reporting and monitoring of the Service’s performance, including statutory data submissions, ensuring that all stakeholders have access to up to date, good quality performance, risk, programmes and project management information.
2. To work with senior leadership, service managers, and key stakeholders to understand the Service’s business, and to support the identification of performance measures, risks and other activity that will contribute to the successful delivery of Fire and Rescue Authority, Service and statutory priorities.
3. To work with senior leadership, service managers, and key stakeholders to understand the Service’s business, to diagnose performance, and to identify and support the implementation of solutions and actions to improve performance.
4. To lead on the development, maintenance and presentation of good quality, relevant, and timely performance/risk/project management information reports and work with senior and service managers to use the content of reports to identify and implement opportunities for improvement.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * Co-ordination of resources to deliver agreed work programmes and projects
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| **Staff Management Responsibilities** | * No direct line management responsibilities.
* Responsible for leading a team of peers and/or multi-functional teams on specific projects.
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| **Other** | * None
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4).
* Good level of experience of interpreting and using performance and risk management information to influence senior managers in a local authority and partnership context.
* Established people management and interpersonal skills and ability to influence.
* Substantial experience of sourcing and interpreting large volumes of data and collating data into high quality management information.
* Good written and verbal presentation skills.
* Politically astute in a rapidly changing environment.
* Able to operate standard office equipment and ICT skills
* Must be familiar with Mapping software and Business Analytical tools
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| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a Standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * Moderate
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| **Physical Demands** | * Minimal
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| **Working Conditions** | * Minimal
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| Other Factors |
| * None
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