Assignment Brief



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| **Job Title** | Lead Digital Performance Analyst  |
| **Reference** | H-8C-DSD-DATA-BAND 8C-TRD-8229 |
| **Department / Team**  | Product Delivery & Operations  |
| **Location** | Leeds/London/Exeter |
| **Band** | 8c |
| **Responsible to** | Deputy Director of Product Delivery and Operations  |
| **Accountable to** | Deputy Director of Product Delivery and Operations |
| **Responsible for** | Leading the Product Delivery and Operations Performance and Insights team |
| **Review date** | June 2024 |

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| **Role Specifics** |
| This assignment brief should only be read in conjunction with the generic job description listed in the reference section above. Please therefore refer to the Generic Job Description for more information. **Background**This role will lead the Performance and Insight function for the Product Delivery and Operations area of Product and Platforms which is part of the Digital sub-directorate of the Transformation directorate of NHS England. The Performance and Insight team has overall responsibility for providing outcome-based management information, portfolio reporting and data management to measure product, service and business operational performance across Product and Platforms. The team includes three staff members but may also manage supplier resources brought in to provide additional skills and capabilities e.g. data engineering.**Duties**The Lead Digital Performance Analyst will have responsibility for the following:**Accountabilities and Responsibilities**Provide leadership support and strategic direction for outcome-based reporting across Product and Platforms Generate regular report and dashboards to communicate performance insights to stakeholders and senior managementTracks and monitors value, outcome and delivery metrics across the products and services of Product and PlatformsProvides high quality performance data for decision-making at Product and Platforms, Digital and Transformation Directorate levelsPrepares and presents performance data to key audiencesLead the platform strategy for performance analytics on a cross-portfolio basis ensuring effective implementation of tracking tools, in line with data architecture strategyCreates automated and streamlined ways to collect dataDrive initiatives to enhance data quality, integrity and governanceRepresent the Deputy Director of Product Delivery and Operations at data and reporting meetings in NHSEStay informed about key trends, best practices and emerging technologies in digital analytics and performance measurement**Key Relationships (Internal)**Portfolio area Performance and Insight representatives and Business Operations Leads Senior leaders across Product and Platforms including Core SLT**Relationships (External)**Chief Information Officer’s OfficeData and Analytics directorateHR, Commercial and Finance business partners. **Organisational Chart****Performance and Insight Team** |

Specialism Person Specification

*Please read this Person Specification in conjunction with the job description specification.*

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| **Criteria** | **Essential** | **Desirable** | **Stage Measured at:****A – Application****I – Interview****T – Test****P - Presentation** |
| **Knowledge and Experience*****Detail specialism required for the role*** | Significant experience of outcome based reporting and developing and using key performance indicators | Compiling and presenting actionable insight bringing together the quantitative analytics while working with UR colleagues | **A/I** |
| **Skills / Abilities** | In-depth knowledge of analytics tools and data visualisation tools  | Knowledge of analysing and presenting workforce and financial data | **A/I** |
| **Interpersonal Skills** | Ability to communicate with a range of stakeholders using a variety of methods.Ability to motivate others to delivery to a high standard  |  | **A/I** |
| **The organisation seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate** |

