

Job Title	Policy, Performance and Grants Support Officer		
Job Number	KCA160		
Grade (if known)	4		
Directorate	Finance and Resources		
Business Unit /Section	Policy, Performance and Grants		
Preparation Date	November 2018		
Responsible to (job title)	Policy, Performance and Grants Team Leader		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0

Main purpose of job

1. To support the work of the Policy, Performance and Grants team, which supports the council's work and services so that they are well informed and better designed for its residents', business and visitors. The team apply analytical techniques, insights and tools so that work and programmes are data driven and evidence based; testing and iteratively improving policy to meet user needs. The team also implement the Local Infrastructure Fund (LIF) and Community and Voluntary Sector grant schemes ensuring administration of quality processes that support improved community outcomes.

Main responsibilities

1. Collate and analyse performance data to contribute to the council's corporate performance management.
2. Collate and analyse demographic and economic data to contribute to the council's research and evidence base, including the Facts and Figures webpages and individual data requests.
3. Provide administrative support to the Policy, Performance and Grants team.

Key tasks

1. Make quarterly updates to the council's performance data input files and track the status of these inputs in order to produce the draft performance scorecard.
2. Liaise with service teams to gather additional input for performance reporting.
3. Assist with the setup of a new approach to performance reporting.
4. Analyse data and summarise it for presentation in reports for the council's webpages, including equality and diversity reports, ward profiles and key facts documents.
5. Maintain the council's Facts and Figures webpages.
6. Assist with the development of new ward profiles, in readiness for new ward boundaries.
7. Respond to data requests from members of staff, councillors, and the public, and external organisations.
8. Provide administrative support to the Policy, Performance and Grants team, including

raising purchase orders for payments, arranging meetings and writing up notes.

Essential User

No

Special features and/or equipment
(anything 'out of the norm')

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.