

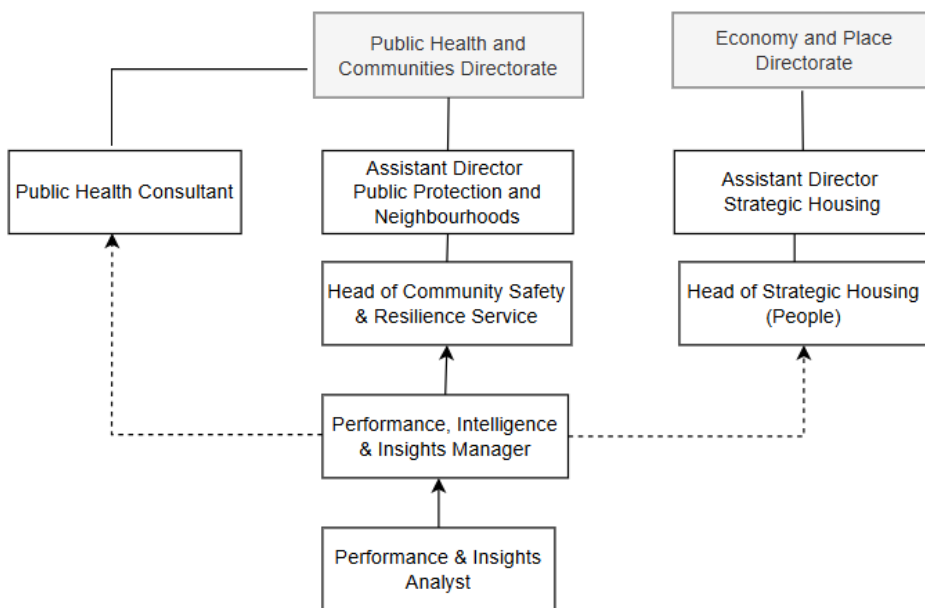
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Public Health and Communities
SECTION:	Community Safety and Resilience Service
LOCATION:	2 nd Floor, Number One Riverside, Smith Street, Rochdale and Rochdale Police Station
JOB TITLE:	Performance & Insights Analyst (Wider Determinants)
Grade:	Grade 8
Accountable to:	Performance, Intelligence & Insights Manager
Accountable for:	None
Hours of Duty:	37 hours per week (Two-Year Fixed Term Post)
Any Special Conditions of Service:	Attendance at meetings, conferences or other events out of hours which will be compensated in accordance with local conditions of service. Post holder will work in line with the council's flexible working policy. This can include some home working dependent on service need. Required to travel within and outside the Borough. For car owners, car mileage is payable. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC. This post is not Politically Restricted in accordance with the current regulations This post is subject to a standard DBS check and Greater Manchester Police Enhanced Vetting.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The post holder will provide analytical insights to support the Council's understanding of the wider determinants of health and multiple disadvantage, including community safety and housing. Working across both the Public Health and Communities Directorate and Strategic Housing, they will generate place-based intelligence to provide the council and key partners with a robust evidence base to inform strategies and decisions. This includes producing and analysing management information and statistical data to inform service improvement and evidence-based practice.

The post holder will support the undertaking of local strategic needs assessments and problem profiles to ensure the council has an evidence-based approach to meeting its statutory duties in relation to community safety and strategic housing. The role will contribute to the delivery of the Greater Manchester Live Well programme by supporting a joined-up prevention-focused understanding of local needs and inequalities.

Control of Resources

Personnel

To be responsible for your own direction, support and motivation.

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- Managers and staff
- Colleagues within the Service
- Elected Members
- Partner agencies/service providers
- Members of the public

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Design, collate, analyse and interpret data and information from various sources using a range of techniques to identify patterns and trends, reporting findings (including highlighting performance issues and concerns) to the Performance, Intelligence & Insight Manager and Head of Community Safety and Resilience as well as relevant internal and/or external key stakeholders.

2. Produce and publish performance data in a variety of formats, including briefing papers, written reports and presentations, detailing the findings of performance analysis and research, including making recommendations, where appropriate, for a range of audiences, both internal and external.
3. Identify new and innovative ways of capturing, monitoring, interpreting and presenting data in order to inform service improvement, commissioning priorities and evidence-based practice for local Neighbourhood Partnerships, the Public Health and Communities Directorate, Strategic Housing, and the Council.
4. Analyse data and intelligence relevant to Public Health and Communities Directorate, Strategic Housing, Greater Manchester Enhanced Live Well and key statutory and non-statutory partners, preparing and presenting findings and making recommendations on its potential impact, as appropriate.
5. Analyse data and intelligence to support statutory duties and strategic assessments including strategic needs assessments, local problem profiles and reviews
6. Undertake borough-wide housing intelligence and demand analysis to identify trends, risks, gaps in provision, and inform strategic planning, prevention activity, and commissioning decisions.
7. Provide place-based, partnership-driven insights to improve outcomes and influence policy by working collaboratively across the system to demonstrate the links between housing conditions and health and wellbeing, and to support prevention and investment cases.
8. Contribute to the performance management framework of the local Community Safety Partnership, providing reporting and analysis to officers and Council committees both *ad hoc* and according to a prescribed schedule.
9. To keep abreast of developing policy, legislation and best practice relevant to local government, Strategic Housing, Greater Manchester Live Well, and local Community Safety Partnership.
10. Support the introduction of new Key Performance Indicators by integrating them into the performance data collection and reporting cycle to inform performance improvement for the directorate.
11. Support continuous improvement activities by developing and reviewing improvement techniques and methodologies and through the use of benchmarking and other research to identify best practice.
12. Liaise with commissioned services, including people with lived experience of Multiple Disadvantage, as part of Service Level Agreements, developing relationships and delivering as per contractual provisions.
13. Prepare and deliver verbal presentations to key stakeholders including senior leaders and other appropriate bodies, including external learning delivery partners/suppliers.
14. To support the data collection and coordination of the Directorate's performance indicators and performance returns.
15. To prepare and deliver clear and meaningful performance reports for relevant internal and external key stakeholders, Executive Management Team, Members and relevant boards and priority groups.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To attend meetings as required.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative). It will be a normal expectation that the post holder may occasionally be required to cover for other areas within Adult Social Care or, exceptionally, within the wider Council.

Job Description prepared by	Rebecca Patrick & Rachel Fardon	Date	30/06/2026
Agreed by Post holder		Date	

**Rochdale Borough Council
Person Specification**

Service :	Community Safety and Resilience Service	Post:	Performance & Insights Analyst (Community Safety)
Section :	Community Safety and Resilience Service	Post Number:	
Job Ref:		Grade:	Grade 8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to undertake occasional out of hours?	E	AF, I
2 Are you willing to travel cost effectively within the borough and regionally in the course of your duties?	E	AF, I
(b) Qualifications and Experience		
3 A relevant degree and / or relevant professional qualification (e.g. Leve 4 apprenticeship or above) or demonstrably similar skills and experience relevant to the requirements of the post.	E	AF, I
4 Has completed, or is willing to complete, the National Intelligence Analysis Training (NIAT) course, or equivalent.	E	AF, I
5 Demonstrable experience in interrogating business intelligence solutions/data mining tools to retrieve, validate, and interpret data.	E	AF, I
6 Extensive experience of working with key stakeholders to develop performance management frameworks.	E	AF, I
7 Extensive experience of undertaking research, and appraising, clarifying and analysing, complex data; both quantitative and qualitative.	E	AF, I, A
8 Extensive experience of communicating complex data; both quantitative and qualitative to both technical and non-technical audiences, in a variety of formats.	E	AF, I, A
9 Experience of working within a large multi-disciplinary organisation.	E	I

10	Experience of interpreting policy and legislation and preparing and presenting advice to a variety of audiences.	E	I
11	Political awareness, with previous experience of working in a politicised environment.	E	I
12	Commitment to ongoing professional development, including undertaking relevant training where required to meet the needs of the role.	D	AF, I
13	Experience applying Geographic Information System (GIS) systems to support spatial analysis and insight generation.	E	I
14	Experience or familiarity with coding languages (e.g. Python, R, SQL) and how they are used to analyse or manipulate data.	D	AF, I
(c) Skills and Knowledge			
15	An understanding of multiple disadvantage and appreciation of social, economic and political trends in a local and national context that have implications for local government and its services.	E	AF, I
16	Well-developed written and verbal communication skills.	E	AF, I, A
17	Well-developed analytical skills with the ability to carry out research with a thorough understanding of research validity.	E	AF, I, A
18	Demonstrated ability to develop and maintain Microsoft Power BI reports and dashboards, including data modelling and interactive visualisations.	E	AF, I
19	Proven ability to develop and maintain constructive and effective working relationships with senior managers, colleagues, partners, representatives from other agencies and people with lived experience; particularly in situations requiring robust debate and challenge.	E	AF, I
20	Proficient in Microsoft Office applications, including Word and Excel, with a high standard of numeracy and literacy.	E	AF, I, A
21	Well organised with well-developed project management skills.	E	I
22	Proven ability to formulate evidence-based recommendations derived from analytical findings to inform policy development and decision making.	E	I
23	Proven ability to work with key stakeholders to define, agree, and document robust terms of reference for analytical products, ensuring clarity of purpose, scope, and outputs.	E	I
24	Ability to work under pressure.	E	I, A
(d) Behaviours and Values			

25	Approach the job at all times using the values set out below • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF, I
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