



North Northamptonshire Council – Job Description

Head of Performance, Intelligence and Partnerships

Service Area:	Finance and Performance Directorate
Reports to:	Executive Director of Finance and Performance
Salary scale:	£71,155 - £83,583
Location:	Suitable for hybrid working between home/office

Key Role Purpose and Descriptors:

- This role leads a corporate and coordinated approach to performance and intelligence across the Council. The role will also lead on the co-ordination, oversight and reporting of the strategic partnerships held by the Council.
- The role holder will effectively collaborate with partners to create a performance and intelligence agenda to support performance management and in so doing the delivery of the Council Corporate Plan and Key Objectives.
- Reporting to the Executive Director of Finance and Performance, the role holder will work with the Chief Executive and Corporate Leadership Team to ensure that all key strategic and policy decisions are informed by the best available analysis of performance and intelligence. Developing effective monitoring and reporting mechanisms to ensure transparency in the outputs and outcomes for North Northamptonshire.
- As part of the performance management arrangements, the role holder will manage the Council's corporate PMO function which will support the overall co-ordination, analysis and reporting against the Council's Capital and Transformation Programmes.
- The role holder will lead and manage a corporate performance and intelligence agenda and a programme of prioritised and targeted work to deliver on this agenda.
- The role holder will also lead on the development of the framework for ensuring effective oversight of the Council's strategic partnership

arrangements, reporting to both elected members and the Corporate Leadership Team.

Key Relationships

Internally: Chief Executive, Elected Members, Executive Directors, Assistant Directors, Heads of Service, managers and teams from across the Council.

Externally: Wide network of contacts within the public sector including stakeholders, strategic partnerships, council owned companies/enterprises, government departments, the ONS and other relevant organisations.

Key Accountabilities & Responsibilities

- Provide professional leadership to the performance, intelligence and partnerships function of the Council and establish and implement best practice in the conduct of performance management and partnership arrangements across the Council.
- Drive the future strategic development and delivery of the Performance and Partnerships service across the Council, ensuring that there are robust framework and governance arrangements in place.
- Proactively engage with Executive Directors, Assistant Directors, Heads of Services and external partners to strengthen the performance, research and intelligence capacity and ensure that partnership arrangements are effectively governed and reported, including commercial arrangements.
- Foster and engender a culture and an environment in which performance, intelligence and partnership management capacity across the Council can flourish. Developing and championing the Council's approach to continuous improvement.
- Work closely with the Assistant Directors within the Financial Management Team to integrate finance and performance data to support the Council to make best use of its resources to achieve the best outcomes for the people and communities of North Northamptonshire.
- Work closely with Directorates to ensure effective reporting of the activity and outcomes for capital/transformation projects, reporting to elected members, senior officers and the Council's Strategic Capital Board.
- Lead a proactive approach in identifying critical gaps in data and intelligence gathering in line with the requirements of supporting North Northamptonshire and identify how these can be filled.
- Lead on the development and maintenance of the Council's overarching Strategic Partnership Register, reporting formally to elected Members and the Corporate Leadership Team. This will also include assisting Executive Directors to develop and grow beneficial strategic partnerships, including commercial arrangements, within the approved governance framework.
- Lead the development and maintenance of a strategic performance framework and reporting mechanism for consistent analysis of key data in

relation to the people and population of North Northamptonshire and the different places and special requirements within North Northamptonshire.

- Lead on the identification and maintenance of a set of core strategic data sets about the people and places of North Northamptonshire and facilitate access to such data held across services and through other public bodies and organisations in order to monitor outcomes and support effective decision making. In doing so, ensure the quality and integrity of data collected and that it adheres to both national and locally prescribed specifications.
- Lead the coordination of strategies and services at spatial levels and ensure this is supported by effective corporate and multi-agency research and intelligence. This will include analysing and organising the data flexibility at neighbourhood, ward and district levels across North Northamptonshire.
- Develop effective senior liaison arrangements at a strategic level with Government departments, the Office for National Statistics and partner organisations to ensure that the Council keeps abreast of developments in research and intelligence.
- Personal commitment to continuous self-development and service improvement.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Further Information

Management reserves the right to assign and/or vary operational responsibilities, within this level of responsibility, to meet operational requirements. The grade reflects the requirement to attend meetings outside of normal working hours.

Head of Performance, Intelligence and Partnerships – Competencies and Technical Requirements

Person Specification

Education/Training
<ul style="list-style-type: none"> • Degree or relevant management qualification, or similar or qualified by experience. • Desirable - Evidence of continued professional development in a relevant field.
Leadership Experience and Behavioural Competencies
<ul style="list-style-type: none"> • Leadership & Management: Inspiring individuals, teams and services with their Vision for North Northamptonshire. • Influence: Effective relationships give the best results. Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within an open and high-performing working environment.

- **Strategic Direction:** Communicating the strategic direction to maximise operational delivery.
- **Business Acumen:** Taking a strong business perspective helps us achieve the best results.
- **Pride in North Northamptonshire:** Demonstrating pride in our Council area.
- **Change:** Improving services and making the most of resources.
- Visible, approachable and accessible; resilient, determined and confident.

Skills/Abilities

Must be able to demonstrate:

- **Strategic Thinking:** A strategic thinker, with the ability to identify critical issues and formulate programmes of work that respond to these issues and to oversee their effective implementation across high profile, complex services that have a profound impact on the effectiveness, availability and value for money of services to North Northamptonshire. Up to date with new developments in their area of strategic leadership to enhance personal effectiveness.
- **Policy Skills:** A strong track record in strategic policy analysis and strategy development in relation to economic, social and sustainability issues.
- **Analytical Skills:** Proven ability to critically evaluate and influence policy and strategy initiatives developed by national, regional, sub-regional and local stakeholders. Substantial record of achievement in policy analysis and development in relation to economic and social issues.
- **Communication Skills:** Ability to communicate effectively verbally, in writing and by the use of other media, including information technology, with colleagues, officers at all levels, elected Members, public, private and voluntary sector organisations.
- **Relationship Management:** Strong, visible and positive leadership and team working skills with a proven ability to forge and manage complex public and private partnerships to build positive working relationships, negotiate with and influence other partners and organisations.
- Able to maximise relationships across team, service, and organisational boundaries to achieve desired results.
- Strong management & staff development skills and the ability to create a strong team ethos and empower teams. Demonstrate a proven ability to motivate, develop teams, individual and self to enhance performance and service standards.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.
- An understanding of customer focussed services and able to demonstrate commitment to performance management.
- Ability to work well under pressure, achieving deadlines.
- **Financial Management:** Ability to manage allocated resources, including own Service budget, effectively, delivering business performance and value for money.
- A proven track record of consistent and demonstrable achievement at a senior management level.
- A demonstrable track record of successfully managing the same or similar services at a senior level.

- **Equality & Diversity** - Promote equal opportunities within all aspects of service delivery and employee relations.

Technical Requirements (Role Specific)

- An understanding of the national policy context for local government.
- A strong understanding of research methods and the ability to generate new innovative approaches to research and intelligence. Sufficient knowledge of IT systems to advise on their application to support the Council's research and intelligence agenda.