

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

| Job Information | | | |
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| Job title: | Senior Performance Analyst | Location: | Cirencester |
| Department: | Resources, Performance, Data & Growth | Service: | Business Information, Performance & Improvement |
| Reports to: | Business Information, Performance & Improvement Manager | Working Hours: | 37 hours per week |
| Job group: | Specialist - Level 2 | Peer group no: | PGI23 |
| Business World Post number: | New Post (MAT Cover) | Direct Reports (if applicable): | None |
| FTE Salary pro rata: | £40,063 - £41,604 | Contract type: | Up to 12 Months Fixed Term, Maternity Cover |

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| Main purpose of this specific role: | <ul style="list-style-type: none"> Providing leaders, senior managers and politicians with organisational performance assurance to enable effective decision making and service delivery. Using effective business storytelling in the reporting cycle to provide probity and actionable insight for decision makers. Working effectively with various stakeholders to help them identify “What good looks like”, to enable the development of benefit and performance measures. Providing the rationale and evidence to support the Development of new metrics to track and assure performance using accurate and current business information. |
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| Main requirements of this specific role: | <ul style="list-style-type: none"> Ability to turn data into valuable insights that inform decisions Understand the core technical concepts related to the role with the ability to apply them Ability to use the most appropriate medium to visualise data to tell compelling stories that are relevant to business goals and inform decisions. Ability to work well with various stakeholders and give tactical recommendations Skills to create a performance framework including Key Performance Indicators (KPIs) for a service or product Ensure that business solutions are aligned with strategy, business goals and end user needs Demonstrate knowledge of quality assurance techniques, including those used by other analytical professions. You can identify the right data sources and then validate and understand how to interpret the results. You can ensure that data is fit for purpose Ability to participate in discussions to determine which performance measurements are appropriate. Able to turn business needs into performance measures Ability to work to tight cyclical deadlines Understand and can help teams apply a range of techniques to analyse data and provide insight Applies innovative approaches to resolve problems |
| Essential qualifications/skills/experience specific to this role: | <ul style="list-style-type: none"> A qualification in data, performance or similar, equivalent to a degree or relevant experience of five years GCSE Maths and English or equivalent to grade C/4 or higher Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders Experience of being involved in continuously improving services and developing products to meet customer need Ability to remain calm and confident when dealing with challenging customers and environments Ability to resolve complex issues by negotiation Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes Demonstrate commitment and resilience to succeed Ability to work independently under pressure and within tight deadlines Excellent written and verbal communication skills |

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| | <ul style="list-style-type: none"> Competent in using a range of technology and software packages, including Microsoft and Google |
| Desirable Requirements Qualifications, Skills and Abilities: | <ul style="list-style-type: none"> Knowledge, understanding or experience of project management Membership of a relevant professional body Prior experience of local government reporting cycles |
| | Generic Job Profile: |
| Main Purpose of a role within this job group : | <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project based work |
| Key Responsibilities of a role within this job group: | <ul style="list-style-type: none"> Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard Be responsible for small projects or input into large projects Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action Ability to interpret and find solutions to ambiguous and partial information Play an integral role in innovating products and continuously improving services Act as a lead technical advisor within the relevant service area Mentor and train colleagues Carry out duties with discretion, integrity and maintain confidentiality Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs Ensure all relevant customer and company information is captured and recorded accurately |

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| | <ul style="list-style-type: none"> • Understand and demonstrate commitment in delivering the key performance indicators within the function • Undertake any other duties as reasonably required to do so |
| General Accountabilities: | <ul style="list-style-type: none"> • Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • To support the response to a major incident, including taking up a designated role within the emergency management framework |
| Special Conditions: | <ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business • You will be expected to work reasonable additional hours in line with the needs of the service • Full UK Driving License • Ability to travel/ access to a vehicle for work purposes |
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| Date reviewed: | 15/01/2026 |
| Reviewed by: | Gemma Moreing |
| Manager job title: | Business Information, Performance & Improvement Manager |
| Date of issue: | |
| Checked HRBP: | Jenny Wells, 20.01.2026 |