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**JOB DESCRIPTION**

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| **POST TITLE** | **PERFORMANCE AND IMPROVEMENT OFFICER** |
| **DIRECTORATE** | **Corporate Finance** |
| **GRADE / SALARY** | **Grade 10** |
| **RESPONSIBLE TO** | **Corporate Finance Manager** |
| **RESPONSIBLE FOR** | **N/A** |

**JOB PURPOSE**

To support the Corporate Finance Manager in effectively contributing to the achievement of Hambleton District Council’s Corporate Priorities, through the development and implementation of robust management systems and by supporting continuous improvement across Council.

**DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST**

1. Council Plan: prepare and update the Council Plan in conjunction with the Corporate Finance Manager and Director of Finance, which reflects the key priorities for the Council and contributes to local, regional and national priorities.
2. Council Plan: support the audit of the Council Plan with other statutory inspection services and related performance improvement initiatives to ensure reduction of risk, the identification of areas for improvement and that value for money is being obtained.
3. Performance: assist Directors, Heads of Service & Service Managers to establish effective Key Performance Indicators (KPIs), to ensure performance against stated Council Plan aims is properly measured and monitored. Manage and maintain KPI schedules manipulating the data to provide accurate and focussed performance management information to the authority, which enables effective delivery of services meeting customer needs.
4. Performance: discuss performance towards targets and areas of concern with Service Managers, review risks and associated action plans and facilitate continuous development of service plans. Update all service plans to provide source material for quarterly performance reporting.
5. Performance: co-ordinate and collate the Council’s performance information; prepare quarterly headline reports for Management Team with detailed supporting Annexes; prepare comprehensive quarterly performance reports for Scrutiny Committee.
6. Performance: research and prepare the authority’s Annual Performance Review, ‘Hambleton Highlights’, for Scrutiny Committee and Cabinet approval, encapsulating the Council’s achievements during the previous year, and its plans looking forward. The document is published on the Council’s website to inform the public of the work the Council does on behalf of the community.
7. Performance: Develop, continuously review and implement the Council’s Performance Management Framework demonstrating how PM is conducted at HDC in order to monitor service delivery. Reinforce implementation through the quarterly review programme ensuring transparency through accurate reporting.
8. Risk Management: participate in the Strategic Management Group. Manage and maintain the Council’s Risk Register, supporting the delivery of Risk Management within the Performance Management Framework.  Monitor movement in relation to HDC Risk appetite through the quarterly review and reporting programme, provide additional ad-hoc reports to Senior Management
9. Risk Management: Develop and maintain Risk Management Framework and deliver occasional refresher training to Management and staff.
10. Equality & Diversity: collate Equality & Diversity information from service plans and provide a quarterly summary to Management Team. Participate in the Equality & Diversity Working Group.
11. Transparency: champion the Council’s compliance with the Transparency Code ensuring full continuous compliance with all required elements of the Code, working towards compliance where appropriate with recommended elements. Establish and Chair the Transparency Working Group comprising key officers responsible for interpreting government guidelines and providing articles for publication. Manage and monitor publication of all Transparency information on the Council’s website ensuring continued public accessibility.
12. Contract Management: support the HDC contracts management process by collating contracts information from service plans and providing a quarterly updated summary to the Procurement Officer.
13. To liaise with and provide information and reports to Members, Working Parties, Officer Team Meetings and external partnerships, as appropriate.
14. Support as required the Council’s transformation programme and associated projects to ensure they cover the necessary aspects required to deliver the outputs/products and outcomes/services that will lead to operational benefits. Ensuring project governance and interdependencies are defined and managed.
15. Website: as a trained web editor manage and develop the content of assigned sections of the Council’s website and intranet specifically Transparency, Performance and Risk, Corporate Finance
16. To operate IT systems associated with the post.
17. To maintain records in an organised manner.

**CORPORATE RESPONSIBILITIES**

* To comply with the requirements of Health and Safety legislation, including HDC’s Policy & Procedure
* To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
* To comply with the Council’s commitment to Equality and Diversity
* To comply with all policies and procedures of HDC relevant to the role
* To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council
* To undertake other duties relevant to and commensurate with the pay grade of the post
* To comply with and work to the spirit of the Organisational Values – see list below

**ORGANISATIONAL VALUES**

* **OPEN –** honest and transparent in the provision of our services to the community
* **RESPONSIBLE –** and accountable for our actions as individuals and as an organisation
* **CUSTOMER FOCUSED –** and committed to providing and improving upon a high quality, customer focused service
* **FAIR –** to all on an equal basis
* **RESPECTFUL –** and value our work colleagues and stakeholders

Job Description

agreed by postholder…

Name (print) ……………………….

 Signed ………………………………

 Date ……………………

