

Appendix 2: Revised Job Descriptions

Leeds City Council
Job Description and Employee Specification

Job title: Intelligence and Policy Manager

Grade: PO6

Service area: Intelligence and Policy Service

Salary: £43,857 - £46,845 (at March 2021)

Directorate: Resources and Housing

Date: June 2018 – refreshed March 2021

Purpose of the job

The post-holder will provide leadership and management of one or more functions and service responsibilities within Leeds City Council's Intelligence and Policy Service (IPS). IPS provides a wide range of insight to frontline services, senior managers, elected members and partners with the aim of informing decisions and improving services and outcomes. This happens at locality, service, city and wider levels.

IPS's functions include:

- **Data analysis** – including the analysis of population outcomes and need, demographics, activity impact, service performance and quality assurance activity and surveys
- **Business planning** – comprising the council's corporate planning, risk management and business continuity management, performance management and consultation and engagement
- **Policy development and support**

The post-holder will work flexibly as part of the IPS management team and with internal and external colleagues to support the development and implementation of the authority's strategic approach in one or more of the functions outlined above. The role will require significant cross-council and cross-partnership working; as such, success depends on building and maintaining strong, positive relationships with these stakeholders. This will include the management of key relationships with specific service areas, key partnerships and other support services. The post-holder will also need to demonstrate knowledge and experience of delivering significant aspects of one or more of the IPS functions and of leading staff and teams.

Should the role require specialist knowledge, skills and/or experience in a particular functional or service area, this will be detailed in the job advert, though the post-holder will need to be flexible with the role evolving in line with the council's and IPS's priorities. The post-holder will also have cross-council responsibilities.

General Responsibilities

- Promote, demonstrate and evidence the council's values and expected behaviours through your own role and through the work of the service.
- Lead the delivery and improvement of key areas of work within IPS, ensuring that strategic and service outcomes and priorities are delivered successfully to a high standard.
- Work flexibly across the service and wider organisation to meet council and city priorities and exploit opportunities for personal development.
- Work closely with commissioners of IPS services to inform both service prioritisation and the evaluation of service delivery.
- Maintain knowledge of local, regional and national issues as they relate to IPS functions.
- Develop and manage staff within the service, especially those whom the post-holder directly line manages, including agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Lead the procurement, implementation and ongoing management of IPS technical solutions and processes, maximising the use of technology to facilitate efficiencies and improve performance.
- Build strong, dynamic relationships and networks, positively engaging with relevant stakeholders.

- Prepare and deliver briefings, reports and presentations to senior managers, elected members and partners.
- Manage and control delegated budgets, resources and assets effectively and efficiently and in line with the council's financial and contract procedures rules.
- Ensure compliance with relevant legislation, national standards and best practice in pursuit of excellence in service delivery.
- Work within all relevant policies, procedures and systems established corporately or locally. These include the council's arrangements for Health and Safety, Human Resources, Information Governance and Equality and Diversity.

Specific Responsibilities

The post-holder will play a lead role in the development and delivery of IPS priorities in one or more of the following areas.

Data Analysis

- Provide responsive, timely and accurate intelligence and analysis that meets the needs of stakeholders.
- Build intelligence capacity through enabling self-service, encouraging innovation, involving partners and thereby making data more accessible, better integrated and readily used; in a manner that is consistent with good information governance.
- Ensure intelligence informs improvement conversations and consequent actions, supporting managers and leaders to own and use intelligence, linking data with other evidence and taking consideration of trends, benchmarking, forecasting, underlying need and equalities characteristics including disadvantage.
- Lead further developments, improvements to and implementation of intelligence and data analytical systems and processes, including support to underlying data quality and the promotion of data as an asset. These may include Business Intelligence tools, GIS and specific applications such as the Leeds Observatory. This will include cross-council, city partnership and regional/national sector best practice.

Business Planning

- Support the development of the council's corporate plan, working with colleagues to ensure consistency with other key council and partnership strategies and in line with the authority's policy direction and strategic narrative.
- Lead further developments of and improvements to the corporate risk management and performance management frameworks, facilitating informed decision-making, benchmarking and service improvement.
- Lead further developments of the corporate business continuity management framework, providing advice and guidance to support the council in preparing for and responding to significant service disruption.
- Provide strategic leadership of a co-ordinated approach to online and offline consultation and engagement, including survey design and analysis and community engagement.

Policy Development and Support

- Provide support to senior managers and elected members around key national, regional and local policy areas.
- Collaborate with colleagues across the organisation to improve cross-policy co-ordination and promote a common strategic narrative, aligned with the council's corporate plan.
- Provide and communicate socio-economic insights and analysis to inform council and city policies, priorities and decision-making.
- Represent Leeds City Council at external policy meetings, ensuring the views of the council are reflected.

- Work with partners across the Leeds City Region, including the West Yorkshire Combined Authority, to provide proactive input to policy development.

Economic Conditions

Annual Leave: 26 days plus 5 days for 5 years' local government service pro rata plus statutory holidays

Hours: 37 hours per week (occasional attendance at out-of-hours meetings or appointments may be required)

Flexitime: Eligible to participate in flexi-time scheme

Conditions of Service: NJC Conditions apply

Prospects

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the council which potentially provide the opportunity for career progression within the organisation. Any subsequent vacancies will be filled in compliance with agreed council procedures.

Training: The council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels across the council, with elected members, external agencies and, where relevant, the general public.

Qualifications: relevant qualifications are welcomed but not essential.

Physical Conditions: The post holder may be based at any Leeds City Council or partner organisation office and will follow the council's 'Changing the Workplace' flexible working practice. This may include colocation as appropriate with internal and external supply partners. Leeds City Council has a no smoking policy.

Job Description Content Prepared / Reviewed by:

Name: Coral Main

Designation: Head of Business Planning & Risk

Date: July 2018

Confirmation Job Evaluation Undertaken

Name: Julie Shepherd

Designation: JE Team

File Reference: 182042

Job Evaluation Reference: PRO06

Date: 16 August 2018

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the desirable requirements; however these may be used to distinguish between acceptable candidates.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

A. Skills Required	Essential	Desirable	MOA
1. Able to manage and monitor performance, setting clear objectives for the review of individual, team and service level performance and to lead cross-service teams	*		A/I/T
2. Able to engage and influence senior managers and partners	*		A/I/T
3. Able to analyse and interpret complex qualitative and quantitative information from multiple sources	*		A/I/T
4. Able to effectively communicate and distil complex information and challenging messages in person, in presentations and in writing	*		A/I/T
5. Able to write reports and communicate in a business context for a variety of audiences	*		A/I/T
6. Able to undertake a senior role promoting organisational values within the service and in relationships with other services and partners	*		A/I/T
7. Able to negotiate service commitments, ensuring these are manageable and that resources are being used for the greatest benefit	*		A/I
8. Able to work flexibly, at pace and manage a demanding workload	*		A/I
9. Able to develop resolutions to complex issues	*		A/I
10. Able to work across a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities	*		A/I
11. Able to use Microsoft packages proficiently	*		A/I/T
12. Project leadership and project management skills	*		A/I
13. Change management skills	*		A/I
14. Use of analytical software and tools appropriate to the focus of the role	*		A/I

B. Knowledge Required	Essential	Desirable	MOA
15. A good understanding of Leeds City Council strategies, policies and current direction	*		A/I
16. An understanding of the council's political context, including the pressures facing public services in their drive to improve service delivery and outcomes	*		A/I
17. Detailed and up-to-date knowledge of one or more of the Intelligence and Policy functional areas, as described in the job advert. This includes good practice, methodologies and legislative / regulatory requirements.	*		A/I/T
18. Knowledge of the area of public service this role is focused on, as outlined in the job advert, including national policy direction, the local authority role, sector-led improvement, intelligence needs, practice requirements and performance expectations.	*		A/I
19. Knowledge of national frameworks and sources of intelligence specific to the focus of this role, as outlined in the job advert. This includes, where relevant, the local authority role in the management, collection and submission of the underpinning data.		*	A/I

C. Experience Required	Essential	Desirable	MOA
20. Experience of working at a senior level in one or more of the specific responsibility areas outlined in the job advert: data analysis, business planning and/or policy development and support	*		A/I
21. Extensive experience of managing staff	*		A/I
22. A record of building positive and collaborative relationships that have enabled the effective application of insight to improve services and outcomes	*		A/I
23. Leading teams to deliver performance improvement	*		A/I
24. Managing and contributing to delivery within complex environments involving various stakeholders to achieve positive outcomes	*		A/I
25. Managing and prioritising competing work pressures and the relationships underpinning these	*		A/I
26. Delivering work to expected quality and to meet deadlines	*		A/I
27. Experience of changing and evolving how services are delivered in terms of approaches used, service priorities and service relationships	*		A/I
28. Controlling and managing budgets		*	A/I
29. Managing and / or commissioning research projects		*	A/I
30. Managing the specification and contracting of technical solutions and processes		*	A/I

D. Behavioural & other related characteristics required	Essential	Desirable	MOA
31. Commitment to working within the council's values and ability to instil values in others	*		A/I
32. Commitment to continuous improvement of processes and systems, ensuring value for money	*		A/I
33. Willing to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	*		A/I
34. Prepared and able to pick up and lead new areas of work as required	*		A/I
35. Take personal responsibility for delivering work on time and for managing your own and your team's workload	*		A/I
36. Recognise and appreciate that everyone is different and respect the views and opinions of others	*		A/I
37. Able to understand and carry out your responsibilities as required by council policies, including Health and Safety, Information Governance, Equality and Diversity and HR policies	*		A/I

Job Risk Analysis

Recruiting Employer	Leeds City Council
Directorate and Section	Resources and Housing Directorate / Strategy and Improvement Section / Intelligence and Policy Service
Post/Job Title	Intelligence & Policy Manager
Description of main activities the applicant would be required to undertake	As detailed in the job description
Hours/work pattern	Full Time – 37 Hours

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		x
Work in excessively noisy environments		x
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build-up of gases, vapours or fumes or the need for the use of breathing apparatus)		x
Use of tools and equipment associated with hand-arm or whole-body vibration		x
Driving Leeds City Council Vehicles		x
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		x
Contact with hazardous substances identified as requiring regular health surveillance under COSHH – NB this includes infectious agents e.g. from bodily fluids, or zoonosis		x
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust		x
Work with lead or lead-based products		x
Work with, or regularly in, environments where there is likely to be, asbestos containing materials		x
Where the role requires an employee to be immunized		x
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions		x
Any other occupational hazards/comments relevant to this post (state):		x

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users	x	
Working in isolation/lone working	x	
Work with electrical wiring		x
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		x
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.		x
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).		x
Working with vulnerable service users.	x	
Work with repetitive movements or forced posture.	x	
Work as a regular display screen user.	x	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		x
General office-based activities.	x	

Work element	YES	NO
Driving own vehicle on council business – potential.	x	
Any other occupational hazards/comments relevant to this post (state)		x

NB: Appropriate control measures for these identified hazards will have been identified and implemented.

This has been classified as a part B Role.

Leeds City Council
Job Description and Employee Specification

Job title: Senior Intelligence and Policy Officer	Grade: PO4
Service area: Intelligence and Policy Service	Salary: £38,890 – £41,881 (at March 2021)
Directorate: Resources and Housing	Date: June 2018 – refreshed March 2021

Purpose of the job

The post-holder will provide practical and strategic advice on one or more functions and service responsibilities within Leeds City Council's Intelligence and Policy Service (IPS). IPS provides a wide range of insight to frontline services, senior managers, elected members and partners with the aim of informing decisions and improving services and outcomes. This happens at locality, service, city and wider levels.

IPS's functions include:

- **Data analysis** – including the analysis of population outcomes and need, demographics, activity impact, service performance and quality assurance activity and surveys
- **Business planning** – comprising the council's corporate planning, risk management and business continuity management, performance management and consultation and engagement
- **Policy development and support**

The post-holder will work flexibly as part of the IPS team and with internal and external colleagues to support the development and implementation of the authority's strategic approach in one or more of the functions outlined above. The role will require significant cross-council and cross-partnership working; as such, success depends on building and maintaining strong, positive relationships with these stakeholders. This will include the management of key relationships with specific service areas, key partnerships and other support services. The post-holder will also need to demonstrate knowledge and experience of delivering significant aspects of one or more of the IPS functions and of managing staff and teams.

Should the role require specialist knowledge, skills and/or experience in a particular functional or service area, this will be detailed in the job advert, though the post-holder will need to be flexible with the role evolving in line with the council's and IPS's priorities. The post-holder will also have cross-council responsibilities.

General Responsibilities

- Promote, demonstrate and evidence the council's values and expected behaviours through your own role and through the work of the service.
- Contribute to cross-team working, including leading and management of matrix teams, formed around priority projects.
- Support the management team with the delivery and improvement of key areas of work within IPS, ensuring that strategic and service outcomes and priorities are delivered successfully to a high standard.
- Work flexibly across the service and wider organisation to meet council and city priorities and exploit opportunities for personal development.
- Work closely with commissioners of IPS services to inform both service prioritisation and the evaluation of service delivery.
- Maintain knowledge of local, regional and national issues as they relate to IPS functions.
- Develop and manage staff within the service, especially those whom the post-holder directly line manages, including agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Support the management team with the procurement, implementation and ongoing management of IPS technical solutions and processes, maximising the use of technology to facilitate efficiencies and improve performance.

- Build strong, dynamic relationships and networks, positively engaging with relevant stakeholders.
- Prepare and deliver briefings, reports and presentations to senior managers, elected members and partners.
- Support the management and control of delegated budgets, resources and assets effectively and efficiently and in line with the council's financial and contract procedures rules.
- Ensure compliance with relevant legislation, national standards and best practice in pursuit of excellence in service delivery.
- Work within all relevant policies, procedures and systems established corporately or locally. These include the council's arrangements for Health and Safety, Human Resources, Information Governance and Equality and Diversity.

Specific Responsibilities

The post-holder will play a key role in the development and delivery of IPS priorities in one or more of the following areas.

Data Analysis

- Provide responsive, timely and accurate intelligence and analysis that meets the needs of stakeholders.
- Support and build intelligence capacity through enabling self-service, encouraging innovation, involving partners and thereby making data more accessible, better integrated and readily used; in a manner that is consistent with good information governance.
- Ensure intelligence informs improvement conversations and consequent actions, supporting managers and leaders to own and use intelligence, linking data with other evidence and taking consideration of trends, benchmarking, forecasting, underlying need and equalities characteristics including disadvantage.
- Support management teams to further develop, improve and implement intelligence and data analytical systems and processes, including support to underlying data quality and the promotion of data as an asset. These may include Business Intelligence tools, GIS and specific applications such as the Leeds Observatory. This will include cross-council, city partnership and regional/national sector best practice.

Business Planning

- Support the development of the council's corporate plan, working with colleagues to ensure consistency with other key council and partnership strategies and in line with the authority's policy direction and strategic narrative.
- Support the management team with further developments of and improvements to the corporate risk management and performance management frameworks, facilitating informed decision-making, benchmarking and service improvement.
- Support the management team with further developments of the corporate business continuity management framework, providing advice and guidance to support the council in preparing for and responding to significant service disruption.
- Support the strategic leadership of a co-ordinated approach to online and offline consultation and engagement, including survey design and analysis and community engagement.

Policy Development and Support

- Provide support to senior managers and elected members around key national, regional and local policy areas.
- Collaborate with colleagues across the organisation to improve cross-policy co-ordination and promote a common strategic narrative, aligned with the council's corporate plan.
- Provide and communicate socio-economic insights and analysis to inform council and city policies, priorities and decision-making.
- Represent Leeds City Council at external policy meetings, ensuring the views of the council are reflected.

- Work with partners across the Leeds City Region, including the West Yorkshire Combined Authority, to provide proactive input to policy development.

Economic Conditions

Annual Leave: 26 days plus 5 days for 5 years' local government service pro rata plus statutory holidays

Hours: 37 hours per week (occasional attendance at out-of-hours meetings or appointments may be required)

Flexitime: Eligible to participate in flexi-time scheme

Conditions of Service: NJC Conditions apply

Prospects

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the council which potentially provide the opportunity for career progression within the organisation. Any subsequent vacancies will be filled in compliance with agreed council procedures.

Training: The council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels across the council, with elected members, external agencies and, where relevant, the general public.

Qualifications: relevant qualifications are welcomed but not essential.

Physical Conditions: The post holder may be based at any Leeds City Council or partner organisation office and will follow the council's 'Changing the Workplace' flexible working practice. This may include colocation as appropriate with internal and external supply partners. Leeds City Council has a no smoking policy.

Job Description Content Prepared / Reviewed by:

Name: Coral Main

Designation: Head of Business Planning & Risk

Date: July 2018

Confirmation Job Evaluation Undertaken

Name: Julie Shepherd

Designation: HR Resourcing Team

File Reference: 182041

Job Evaluation Reference: PRO04

Date: 16 August 2018

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the desirable requirements; however these may be used to distinguish between acceptable candidates.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

E. Skills Required	Essential	Desirable	MOA
38. Able to manage and monitor performance, setting clear objectives for the review of individual, team and service level performance	*		A/I/T
39. Able to engage and influence senior managers and partners	*		A/I/T
40. Able to analyse and interpret complex qualitative and quantitative information from multiple sources	*		A/I/T
41. Able to effectively communicate and distil complex information and challenging messages in person, in presentations and in writing	*		A/I/T
42. Able to write reports and communicate in a business context for a variety of audiences	*		A/I/T
43. Able to undertake a senior role promoting organisational values within the service and in relationships with other services and partners	*		A/I/T
44. Able to support the negotiation of service commitments, ensuring these are manageable and that resources are being used for the greatest benefit	*		A/I
45. Able to work flexibly, at pace and manage a demanding workload	*		A/I
46. Able to develop resolutions to complex issues	*		A/I
47. Able to work across a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities	*		A/I
48. Able to use Microsoft packages proficiently	*		A/I/T
49. Project management skills	*		A/I
50. Change management skills	*		A/I
51. Use of analytical software and tools appropriate to the focus of the role	*		A/I

F. Knowledge Required	Essential	Desirable	MOA
52. A good understanding of Leeds City Council strategies, policies and current direction	*		A/I
53. An understanding of the council's political context, including the pressures facing public services in their drive to improve service delivery and outcomes	*		A/I
54. Detailed and up-to-date knowledge of one or more of the Intelligence and Policy functional areas, as described in the job advert. This includes good practice, methodologies and legislative / regulatory requirements.	*		A/I/T
55. Knowledge of the area of public service this role is focused on, as outlined in the job advert, including national policy direction, the local authority role, sector-led improvement, intelligence needs, practice requirements and performance expectations.	*		A/I
56. Knowledge of national frameworks and sources of intelligence specific to the focus of this role, as outlined in the job advert. This includes, where relevant, the local authority role in the management, collection and submission of the underpinning data.		*	A/I

G. Experience Required	Essential	Desirable	MOA
57. Experience of working at a principal officer level in one or more of the specific responsibility areas outlined in the job advert: data analysis, business planning and/or policy development and support	*		A/I

G. Experience Required	Essential	Desirable	MOA
58. Experience of managing staff	*		A/I
59. A record of building positive and collaborative relationships that have enabled the effective application of insight to improve services and outcomes	*		A/I
60. Experience of delivering performance improvement	*		A/I
61. Managing and contributing to delivery within complex environments involving various stakeholders to achieve positive outcomes	*		A/I
62. Managing and prioritising competing work pressures and the relationships underpinning these	*		A/I
63. Delivering work to expected quality and to meet deadlines	*		A/I
64. Experience of changing and evolving how services are delivered in terms of approaches used, service priorities and service relationships	*		A/I
65. Supporting the management of budgets	*		A/I
66. Managing and / or commissioning research projects		*	A/I
67. Supporting the specification and contracting of technical solutions and processes		*	A/I

H. Behavioural & other related characteristics required	Essential	Desirable	MOA
68. Commitment to working within the council's values and ability to instil values in others	*		A/I
69. Commitment to continuous improvement of processes and systems, ensuring value for money	*		A/I
70. Willing to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	*		A/I
71. Prepared and able to pick up and lead new areas of work as required	*		A/I
72. Take personal responsibility for delivering work on time and for managing your own and your team's workload	*		A/I
73. Recognise and appreciate that everyone is different and respect the views and opinions of others	*		A/I
74. Able to understand and carry out your responsibilities as required by council policies, including Health and Safety, Information Governance, Equality and Diversity and HR policies	*		A/I

Job Risk Analysis

Recruiting Employer	Leeds City Council
Directorate and Section	Resources and Housing Directorate / Strategy and Improvement Section / Intelligence and Policy Service
Post/Job Title	Senior Intelligence & Policy Officer
Description of main activities the applicant would be required to undertake	As detailed in the job description
Hours/work pattern	Full Time – 37 Hours

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		x
Work in excessively noisy environments		x
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build-up of gases, vapours or fumes or the need for the use of breathing apparatus)		x
Use of tools and equipment associated with hand-arm or whole-body vibration		x
Driving Leeds City Council Vehicles		x
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		x
Contact with hazardous substances identified as requiring regular health surveillance under COSHH – NB this includes infectious agents e.g. from bodily fluids, or zoonosis		x
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust		x
Work with lead or lead-based products		x
Work with, or regularly in, environments where there is likely to be, asbestos containing materials		x
Where the role requires an employee to be immunized		x
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions		x
Any other occupational hazards/comments relevant to this post (state):		x

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users	x	
Working in isolation/lone working	x	
Work with electrical wiring		x
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		x
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.		x
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).		x
Working with vulnerable service users.	x	
Work with repetitive movements or forced posture.	x	
Work as a regular display screen user.	x	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		x
General office-based activities.	x	

Work element	YES	NO
Driving own vehicle on council business – potential.	x	
Any other occupational hazards/comments relevant to this post (state)		x

NB: Appropriate control measures for these identified hazards will have been identified and implemented.

This has been classified as a part B Role.

Leeds City Council Job Description and Employee Specification

Job title: Intelligence and Policy Officer

Grade: PO2

Service area: Intelligence and Policy Service

Salary: £32,901 – £35,745 (at March 2021)

Directorate: Resources and Housing

Date: June 2018 – refreshed March 2021

Purpose of the job

The post-holder will provide practical advice and strategic support to one or more functions and service responsibilities within Leeds City Council's Intelligence and Policy Service (IPS). IPS provides a wide range of insight to frontline services, senior managers, elected members and partners with the aim of informing decisions and improving services and outcomes. This happens at locality, service city and wider levels.

IPS's functions include:

- **Data analysis** – including the analysis of population outcomes and need, demographics, activity impact, service performance and quality assurance activity and surveys
- **Business planning** – comprising the council's corporate planning, risk management and business continuity management, performance management and consultation and engagement
- **Policy development and support**

The post-holder will work flexibly as part of the IPS team and with internal and external colleagues to support the development and implementation of the authority's strategic approach in one or more of the functions outlined above. The role will require significant cross-council and cross-partnership working; as such, success depends on building and maintaining strong, positive relationships with these stakeholders. This will include the management of key relationships with specific service areas, key partnerships and other support services. The post-holder will also need to demonstrate knowledge and experience of delivering comprehensive aspects of one or more of the IPS functions and of managing staff and teams.

Should the role require specialist knowledge, skills and/or experience in a particular functional or service area, this will be detailed in the job advert, though the post-holder will need to be flexible with the role evolving in line with the council's and IPS's priorities. The post-holder will also have cross-council responsibilities.

General Responsibilities

- Promote, demonstrate and evidence the council's values and expected behaviours through your own role and through the work of the service.
- Support colleagues with the delivery and improvement of key areas of work within IPS, ensuring that strategic and service outcomes and priorities are delivered successfully to a high standard.
- Work flexibly across the service and wider organisation to meet council and city priorities and exploit opportunities for personal development.
- Work closely with commissioners of IPS services to inform both service prioritisation and the evaluation of service delivery.
- Maintain knowledge of local, regional and national issues as they relate to IPS functions.
- Develop and manage staff within the service, especially those for whom the post-holder directly line manages, including agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Support the team with the procurement, implementation and ongoing management of IPS technical solutions and processes, maximising the use of technology to facilitate efficiencies and improved performance.
- Build strong, dynamic relationships and networks, positively engaging with relevant stakeholders.
- Contribute and support colleagues in the preparing and deliver briefings, reports and presentations to senior managers, elected members and partners.

- Support colleagues with delegated budgets, resources and assets effectively and efficiently and in line with the council's financial and contract procedures rules.
- Ensure compliance with relevant legislation, national standards and best practice in pursuit of excellence in service delivery.
- Work within all relevant policies, procedures and systems established corporately or locally. These include the council's arrangements for Health and Safety, Human Resources, Information Governance and Equality and Diversity.

Specific Responsibilities

The post-holder will play a Key role in the development and delivery of IPS priorities in one or more of the following areas.

Data Analysis

- Provide responsive, timely and accurate intelligence and analysis that meets the needs of stakeholders, including face-to-face contact with service users and the general public.
- Support intelligence capacity through enabling self-service, contributing to innovation, involving partners and thereby making data more accessible, better integrated and readily used; in a manner that is consistent with good information governance.
- Ensure intelligence informs improvement conversations and consequent actions, supporting managers and colleagues to own and use intelligence, linking data with other evidence and taking consideration of trends, benchmarking, forecasting, underlying need and equalities characteristics including disadvantage.
- Support managers and colleagues with further developments, improvements to and implementation of intelligence and data analytical systems and processes, including support to underlying data quality and the promotion of data as an asset. These may include Business Intelligence tools, GIS and specific applications such as the Leeds Observatory. This will include cross-council, city partnership and regional/national sector best practice.

Business Planning

- Contribute and support the development of the council's corporate plan, working with colleagues to ensure consistency with other key council and partnership strategies and in line with the authority's policy direction and strategic narrative.
- Support managers and colleagues with further developments and improvements of the corporate risk management and performance management frameworks, facilitating informed decision-making, benchmarking and service improvement.
- Support managers and colleagues with further developments of the corporate business continuity management framework, providing advice and guidance to support the council in preparing for and responding to significant service disruption.
- Provide practical advice and guidance of a co-ordinated approach to online and offline consultation and engagement, including survey design and analysis and community engagement.

Policy Development and Support

- Provide support to colleagues, managers and elected members around key national, regional and local policy areas.
- Collaborate with colleagues across the organisation to improve cross-policy co-ordination and promote a common strategic narrative, aligned with the council's corporate plan.
- Contribute and communicate socio-economic insights and analysis to inform council and city policies, priorities and decision-making.
- Contribute to the representation of Leeds City Council at external policy meetings, ensuring the views of the council are reflected.
- Contribute to partnership working across the Leeds City Region, including the West Yorkshire Combined Authority, to support proactive input to policy development.

Economic Conditions

Annual Leave: 26 days plus 5 days for 5 years local government service pro rata plus statutory holidays

Hours: 37 hours per week (occasional attendance at out-of-hours meetings or appointments may be required)

Flexitime: Eligible to participate in flexi-time scheme

Conditions of Service: NJC Conditions apply

Prospects

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the council which potentially provide the opportunity for career progression within the organisation. Any subsequent vacancies will be filled in compliance with agreed council procedures.

Training: The council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels across the council, with elected members, external agencies and, where relevant, the general public.

Qualifications: relevant qualifications are welcomed but not essential.

Physical Conditions: The post holder may be based at any Leeds City Council or partner organisation office and will follow the council's 'Changing the Workplace' flexible working practice. This may include colocation as appropriate with internal and external supply partners. Leeds City Council has a no smoking policy.

Job Description Content Prepared / Reviewed by:

Name: Coral Main

Designation: Head of Business Planning & Risk

Date: June 2018

Confirmation Job Evaluation Undertaken

Name: Julie Shepherd

Designation: JE Team

File Reference: 182040

Job Evaluation Reference: PRO03

Date: 16 August 2018

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the desirable requirements; however these may be used to distinguish between acceptable candidates.

Method Of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

I. Skills Required	Essential	Desirable	MOA
75. Able to manage and monitor performance, setting clear objectives for the review of individual, team and service level performance	*		A/I/T
76. Able to engage and influence senior managers and partners	*		A/I/T
77. Able to analyse and interpret complex qualitative and quantitative information from multiple sources	*		A/I/T
78. Able to effectively communicate and distil complex information and challenging messages in person, in presentations and in writing	*		A/I/T
79. Able to write reports and communicate in a business context for a variety of audiences	*		A/I/T
80. Able to undertake a senior role promoting organisational values within the service and in relationships with other services and partners	*		A/I/T
81. Able to support the negotiation of service commitments, ensuring commitments are manageable and that resources are being used for the greatest benefit	*		A/I
82. Able to work flexibly, at pace and manage a demanding workload	*		A/I
83. Able to develop resolutions to complex issues	*		A/I
84. Able to work flexibly across a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities	*		A/I
85. Able to use Microsoft packages proficiently	*		A/I/T
86. Project management skills	*		A/I
87. Change management skills	*		A/I
88. Use of analytical software and tools appropriate to the focus of the role	*		A/I

J. Knowledge Required	Essential	Desirable	MOA
89. A good understanding of Leeds City Council strategies, policies and current direction	*		A/I
90. An understanding of the council's political context, including the pressures facing public services in their drive to improve service delivery and outcomes	*		A/I
91. Detailed and up-to-date knowledge of one or more of the Intelligence and Policy functional areas, as described in the job advert. This includes good practice, methodologies and legislative / regulatory requirements.	*		A/I/T
92. Knowledge of the area of public service this role is focused on, as outlined in the job advert, including national policy direction, the local authority role, sector-led improvement, intelligence needs, practice requirements and performance expectations.	*		A/I
93. Knowledge of national frameworks and sources of intelligence specific to the focus of this role, as outlined in the job advert. This includes, where relevant, the local authority role in the management, collection and submission of the underpinning data.		*	A/I

K. Experience Required	Essential	Desirable	MOA
94. Experience of working at a principal officer level in one or more of the specific responsibility areas outlined in the job advert: data analysis, business planning and/or policy development and support	*		A/I
95. Experience of managing staff	*		A/I
96. A record of building positive and collaborative relationships that have enabled the effective application of insight to improve services and outcomes	*		A/I
97. Experience of delivering performance improvement	*		A/I
98. Managing and contributing to delivery within complex environments involving various stakeholders to achieve positive outcomes	*		A/I
99. Managing and prioritising competing work pressures and the relationships underpinning these	*		A/I
100. Delivering work to expected quality and to meet deadlines	*		A/I
101. Experience of changing and evolving how services are delivered in terms of approaches used, service priorities and service relationships	*		A/I
102. Controlling and managing budgets		*	A/I
103. Managing and / or commissioning research projects		*	A/I
104. Supporting the specification and contracting of technical solutions and processes to support the Intelligence and Policy Service's work		*	A/I

L. Behavioural & other related characteristics required	Essential	Desirable	MOA
105. Commitment to working within the council's values and ability to instil values in others	*		A/I
106. Commitment to continuous improvement of processes and systems, ensuring value for money	*		A/I
107. Willing to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	*		A/I
108. Prepared and able to pick up and lead new areas of work as required	*		A/I
109. Take personal responsibility for delivering work on time and for managing your own and your team's workload	*		A/I
110. Recognise and appreciate that everyone is different and respect the views and opinions of others	*		A/I
111. Able to understand and carry out your responsibilities as required by council policies, including Health and Safety, Information Governance, Equality and Diversity and HR policies	*		A/I

Job Risk Analysis

Recruiting Employer	Leeds City Council
Directorate and Section	Resources and Housing Directorate / Strategy and Improvement Section / Intelligence and Policy Service
Post/Job Title	Intelligence & Policy Officer
Description of main activities the applicant would be required to undertake	As detailed in the job description
Hours/work pattern	Full Time – 37 Hours

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		x
Work in excessively noisy environments		x
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build-up of gases, vapours or fumes or the need for the use of breathing apparatus)		x
Use of tools and equipment associated with hand-arm or whole-body vibration		x
Driving Leeds City Council Vehicles		x
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		x
Contact with hazardous substances identified as requiring regular health surveillance under COSHH – NB this includes infectious agents e.g. from bodily fluids, or zoonosis		x
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust		x
Work with lead or lead-based products		x
Work with, or regularly in, environments where there is likely to be, asbestos containing materials		x
Where the role requires an employee to be immunized		x
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions		x
Any other occupational hazards/comments relevant to this post (state):		x

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users	x	
Working in isolation/lone working	x	
Work with electrical wiring		x
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role		x
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role		x
Manual handling/moving and handling (i.e. other than routine office lifting and carrying)		x
Working with vulnerable service users	x	
Work with repetitive movements or forced posture	x	
Work as a regular display screen user	x	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation		x
General office-based activities	x	

Work element	YES	NO
Driving own vehicle on council business – potential	x	
Any other occupational hazards/comments relevant to this post (state)		x

NB: Appropriate control measures for these identified hazards will have been identified and implemented.

This has been classified as a part B Role.

Leeds City Council Job Description and Employee Specification

Job title: Intelligence and Policy Support Officer	Grade: S02
Service area: Intelligence and Policy Service	Salary: £30,451 – £32,234 (as at March 2021)
Directorate: Resources and Housing	Date: June 2018 – refreshed March 2021

Purpose of the job

The post-holder will provide practical advice and support to one or more functions and service responsibilities within Leeds City Council's Intelligence and Policy Service (IPS). IPS provides a wide range of insight to frontline services, senior managers, elected members and partners with the aim of informing decisions and improving services and outcomes. This happens at locality, service, city and wider levels.

IPS's functions include:

- **Data analysis** – including the analysis of population outcomes and need, demographics, activity impact, service performance and quality assurance activity and surveys
- **Business planning** – comprising the council's corporate planning, risk management and business continuity management, performance management and consultation and engagement
- **Policy development and support**

The post-holder will work flexibly as part of the IPS team and with internal and external colleagues to support the development and implementation of the authority's strategic approach in one or more of the functions outlined above. The role will require significant cross-council and cross-partnership working; as such, success depends on maintaining strong, positive relationships with these stakeholders. This will include supporting key relationships with specific service areas, key partnerships and other support services. The post-holder will also need to demonstrate knowledge and experience of delivering practical support in one or more of the IPS functions and will ideally have some experience of managing staff.

Should the role require specialist knowledge, skills and/or experience in a particular functional or service area, this will be detailed in the job advert, though the post-holder will need to be flexible with the role evolving in line with the council's and IPS's priorities. The post-holder will also have cross-council responsibilities.

General Responsibilities

- Promote, demonstrate and evidence the council's values and expected behaviours through your own role and through the work of the service.
- Support colleagues with the delivery and improvement of key areas of work within IPS, ensuring that strategic and service outcomes and priorities are delivered successfully to a high standard.
- Work flexibly across the service and wider organisation to meet council and city priorities and exploit opportunities for personal development.
- Work with commissioners of IPS services to inform both service prioritisation and the evaluation of service delivery.
- Maintain knowledge of local, regional and national issues as they relate to IPS functions.
- Develop and support the staff you directly line manage, including agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Support colleagues with the procurement, implementation and ongoing management of IPS technical solutions and processes, maximising the use of technology to facilitate efficiencies and improved performance.
- Build strong, dynamic relationships and networks, positively engaging with relevant stakeholders.
- Support colleagues to prepare and deliver briefings, reports and presentations to colleagues, elected members and partners.

- Support colleagues to manage delegated budgets, resources and assets effectively and efficiently and in line with the council’s financial and contract procedures rules.
- Ensure compliance with relevant legislation, national standards and best practice in pursuit of excellence in service delivery.
- Work within all relevant policies, procedures and systems established corporately or locally. These include the council’s arrangements for Health and Safety, Human Resources, Information Governance and Equality and Diversity.

Specific Responsibilities

The post-holder will play a support role in the development and delivery of IPS priorities in one or more of the following areas.

Data Analysis

- Provide responsive, timely and accurate intelligence and analysis that meets the needs of stakeholders.
- Support intelligence capacity through enabling self-service, contributing to innovation, involving partners and thereby making data more accessible, better integrated and readily used; in a manner that is consistent with good information governance.
- Ensure intelligence informs improvement conversations and consequent actions, supporting colleagues to own and use intelligence, linking data with other evidence and taking consideration of trends, benchmarking, forecasting, underlying need and equalities characteristics including disadvantage.
- Support colleagues to further develop, improve and implement intelligence and data analytical systems and processes, including support to underlying data quality and the promotion of data as an asset. These may include Business Intelligence tools, GIS and specific applications such as the Leeds Observatory. This will include cross-council, city partnership and regional/national sector best practice.

Business Planning

- Support the development of the council’s corporate plan, working with colleagues to ensure consistency with other key council and partnership strategies and in line with the authority’s policy direction and strategic narrative.
- Support colleagues with further developments of and improvements to the corporate risk management and performance management frameworks, facilitating informed decision-making, benchmarking and service improvement.
- Support colleagues with further developments of the corporate business continuity management framework, providing practical advice and guidance to help the council in preparing for and responding to significant service disruption.
- Provide practical advice and support to help deliver a co-ordinated approach to online and offline consultation and engagement, including survey design and analysis and community engagement.

Policy Development and Support

- Assist colleagues and elected members around key national, regional and local policy areas.
- Collaborate with colleagues across the organisation to improve cross-policy co-ordination and promote a common strategic narrative, aligned with the council’s corporate plan.
- Provide practical support to help communicate socio-economic insights and analysis to inform council and city policies, priorities and decision-making.
- Provide practical support to colleagues representing Leeds City Council at external policy meetings, ensuring the views of the council are captured.
- Provide practical assistance to facilitate partnership working across the Leeds City Region, including with the West Yorkshire Combined Authority, to support proactive input to policy development.

Economic Conditions

Annual Leave: 23 days plus 5 days for 5 years' local government service pro rata plus statutory holidays
Hours: 37 hours per week (occasional attendance at out-of-hours meetings or appointments may be required)
Flexitime: Eligible to participate in flexi-time scheme
Conditions of Service: NJC Conditions apply

Prospects

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the council which potentially provide the opportunity for career progression within the organisation. Any subsequent vacancies will be filled in compliance with agreed council procedures.

Training: The council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Relationships: The post holder will be required to maintain effective relationships with staff at all levels across the council, with elected members, external agencies and, where relevant, the general public.

Qualifications: relevant qualifications are welcomed but not essential.

Physical Conditions: The post holder may be based at any Leeds City Council or partner organisation office and will follow the council's 'Changing the Workplace' flexible working practice. This may include colocation as appropriate with internal and external supply partners. Leeds City Council has a no smoking policy.

Job Description Content Prepared / Reviewed by:

Name: Coral Main

Designation: Head of Business Planning & Risk

Date: July 2018

Confirmation Job Evaluation Undertaken

Name: Julie Shepherd

Designation: HR Resourcing Team

File Reference: 182039

Job Evaluation Reference: PRO02

Date: 16th August 2018

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the desirable requirements; however these may be used to distinguish between acceptable candidates.

Method of Assessment (MOA): A = Application Form T = Test I = Interview C = Certificate

M. Skills Required	Essential	Desirable	MOA
112. Able to manage and monitor performance, setting clear objectives for the review of individual and team performance	*		A/I/T
113. Able to engage and influence colleagues and partners		*	A/I/T
114. Able to analyse and interpret complex qualitative and quantitative information from multiple sources		*	A/I/T
115. Able to effectively communicate and distil complex information and challenging messages in person, in presentations and in writing		*	A/I/T
116. Able to write reports and communicate in a business context for a variety of audiences	*		A/I/T
117. Able to support the promotion of organisational values within the service and in relationships with other services and partners	*		A/I/T
118. Able to contribute to the development of service commitments, ensuring these are manageable and that resources are being used for the greatest benefit		*	A/I
119. Able to work flexibly, at pace and manage a demanding workload	*		A/I
120. Able to support colleagues to develop resolutions to complex issues	*		A/I
121. Able to work flexibly across a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities		*	A/I
122. Able to use Microsoft packages proficiently	*		A/I/T
123. Project management skills		*	A/I
124. Change management skills		*	A/I
125. Use of analytical software and tools appropriate to the focus of the role		*	A/I

N. Knowledge Required	Essential	Desirable	MOA
126. An understanding of Leeds City Council strategies, policies and current direction		*	A/I
127. An understanding of the council's political context, including the pressures facing public services in their drive to improve service delivery and outcomes		*	A/I
128. Good knowledge of one or more of the Intelligence and Policy functional areas, as described in the job advert. This includes good practice, methodologies and legislative / regulatory requirements.		*	A/I/T
129. Knowledge of the area of public service this role is focused on, as outlined in the job advert, including national policy direction, the local authority role, sector-led improvement, intelligence needs, practice requirements and performance expectations.		*	A/I
130. Knowledge of national frameworks and sources of intelligence specific to the focus of this role, as outlined in the job advert. This includes, where relevant, the local authority role in the management, collection and submission of the underpinning data.		*	A/I

O. Experience Required	Essential	Desirable	MOA
131. Experience of working in one or more of the specific responsibility areas outlined in the job advert: data analysis, business planning and/or policy development and support		*	A/I
132. Experience of managing staff		*	A/I
133. A record of building positive and collaborative relationships that have enabled the effective application of insight to improve services and outcomes		*	A/I
134. Experience of supporting performance improvement		*	A/I
135. Supporting delivery within complex environments involving various stakeholders to achieve positive outcomes		*	A/I
136. Managing and prioritising competing work pressures	*		A/I
137. Delivering work to expected quality and to meet deadlines	*		A/I
138. Experience of supporting changes to how services are delivered in terms of approaches used, service priorities and service relationships		*	A/I
139. Supporting the management of budgets		*	A/I
140. Supporting research projects		*	A/I
141. Supporting the specification and contracting of technical solutions and processes		*	A/I

P. Behavioural & other related characteristics required	Essential	Desirable	MOA
142. Commitment to working within the council's values and ability to instil values in others	*		A/I
143. Commitment to continuous improvement of processes and systems, ensuring value for money	*		A/I
144. Willing to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	*		A/I
145. Prepared and able to pick up and support new areas of work as required	*		A/I
146. Take personal responsibility for delivering work on time and for managing your own workload	*		A/I
147. Recognise and appreciate that everyone is different and respect the views and opinions of others	*		A/I
148. Able to understand and carry out your responsibilities as required by council policies, including Health and Safety, Information Governance, Equality and Diversity and HR policies	*		A/I

Job Risk Analysis

Recruiting Employer	Leeds City Council
Directorate and Section	Resources and Housing Directorate / Strategy and Improvement Section / Intelligence and Policy Service
Post/Job Title	Intelligence & Policy Support Officer
Description of main activities the applicant would be required to undertake	As detailed in the job description
Hours/work pattern	Full Time – 37 Hours

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		x
Work in excessively noisy environments		x
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build-up of gases, vapours or fumes or the need for the use of breathing apparatus)		x
Use of tools and equipment associated with hand-arm or whole-body vibration		x
Driving Leeds City Council Vehicles		x
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		x
Contact with hazardous substances identified as requiring regular health surveillance under COSHH – NB this includes infectious agents e.g. from bodily fluids, or zoonosis		x
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust		x
Work with lead or lead-based products		x
Work with, or regularly in, environments where there is likely to be, asbestos containing materials		x
Where the role requires an employee to be immunized		x
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions		x
Any other occupational hazards/comments relevant to this post (state):		x

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users	x	
Working in isolation/lone working	x	

Work element	YES	NO
Work with electrical wiring		x
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		x
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.		x
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).		x
Working with vulnerable service users.	x	
Work with repetitive movements or forced posture.	x	
Work as a regular display screen user.	x	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		x
General office-based activities.	x	
Driving own vehicle on council business – potential.	x	
Any other occupational hazards/comments relevant to this post (state)		x

NB: Appropriate control measures for these identified hazards will have been identified and implemented.

This has been classified as a part B Role.

**LEEDS CITY COUNCIL
JOB DESCRIPTION**

Directorate: RESOURCES & HOUSING **SERVICE: INTELLIGENCE & POLICY**

**POST TITLE: INTELLIGENCE AND POLICY
REPORTING OFFICER**

SCALE: C3

POST REF NO:

POST(S) TO WHICH DIRECTLY RESPONSIBLE:

Intelligence and Policy Officer

GOQ: N

POST(S) FOR WHICH DIRECTLY RESPONSIBLE:

None

PURPOSE OF JOB:

- To provide intelligence, performance measurement, monitoring and reporting information for the Housing Intelligence & Policy function.
- To ensure that the performance information and intelligence needs of the Housing service are met and delivered.
- Populate intelligence and performance reporting frameworks and be responsible for the production of specific service area reports.
- Assist and support in performance improvement activity.

RESPONSIBILITIES:

- 1** Support Intelligence and Improvement managers and officers in providing support for the directorate leads, heads of service and operational managers. Duties may include Housing Leeds framework reports and extraction and manipulation of data via reporting tools.
- 2** Monitor performance against all key performance indicators.
- 3** Populate intelligence and performance reporting frameworks and post reports to the framework sharepoint sites.

- 4** Produce specific service area performance reports graphically and highlight performance gaps and issues.
- 5** Support the provision of management information and analysis to support locality working and local services.
- 6** To analyse performance data, spot trends and then feedback areas identified as needing improvement.
- 7** Provide support and/ or training to managers/ general staff to enable them to access, analyse and update relevant performance management systems and information.
- 8** Assist in the testing of any new intelligence and performance systems.
- 9** To be a proactive member of the team, showing commitment to working both collaboratively and on own initiative.
- 10** Support information requests including FOI's and record and maintain information accurately from all relevant recording systems while taking account of the Data Protection and Freedom of Information Acts.

- 11 To demonstrate commitment to Equality and Diversity Policy.
- 12 To maintain appropriate professional standards and an upto date knowledge of Housing Leeds and other E&H services operations and practices.
- 13 To ensure full compliance with appropriate financial regulations, rules and procedures.
- 14 Show commitment to self and team development.
- 15 Display high degrees of self motivation, commitment and time management.
- 16 Willing to work flexible hours to meet service needs.

LOCATION:

Civic Hall

SOCIAL CONDITIONS:

PROBATIONARY PERIOD

Please note it is standard practice that all new employees are appointed subject to satisfactory employment verification checks and a six month probationary review period subject to length of contract.

CRIMINAL RECORDS/ INDEPENDENT SAFEGUARDING AUTHORITY

Any post which requires employees of LCC to be involved with customers in their own homes is exempt from the provisions of the Rehabilitation of Offenders Act (1974) in respect of the non-disclosure of spent convictions. This means that job applicants will be required to disclose all convictions, cautions, binding over orders etc. whether or not they are spent. Any failure to disclose such convictions discovered either after an offer of employment is made, or after employment commences, may result in the offer of employment being withdrawn or disciplinary action which could result in dismissal.

In line with the above the post will be subject to an ***Enhanced*** Criminal Records Bureau check upon appointment and regular checks throughout their employment. Furthermore when the Independent Safeguarding Authority (ISA) is introduced this role will also be subject to the ISA process.

A criminal record may not necessarily be a bar to an offer of employment in this post.

ECONOMIC CONDITIONS:

Salary in the grade Scale C3.

Salary Scales as laid down in the National Scheme of Conditions of Service for APT&C employees. Ph
one of Job Evaluation has been completed and a revised pay model for scales A1 – C3 was introduced
April 2007.

Salary Scales and Increments: Salary scales are laid down in the National Scheme of Conditions
of Service. This again will be impacted by Job Evaluation. Progression through the scale of salary
is by means of annual increments, payable on 1 April each year, subject to satisfactory service.
With the exception of those appointed on fixed point grades NJC appointments made between 1
October and 31 March will qualify for incremental progression. Progression following completion of 6
months' service. For appointments on or after 1 April to 30 September, progression will be from the
following April. In both circumstances, increments will progress thereafter on 1 April each year until
the maximum of the scale has been attained. The above relates to permanent staff.

Annual Leave Entitlement - minimum of 25 days plus service days, if applicable, plus public holidays.

Following five years continuous service five additional days will be added to the above entitlement.

Car Use Allowances: this post is entitled to claim casual car user mileage. Casual car user mileage is payable in accordance with local conditions of service.

Other conditions in accordance with the provisions of the scheme of Conditions of Service of the National Joint Council for the Local Government Services as adopted at 1 February 2003.

TRAINING :

In-house training will be available to enable the post holder to achieve an acceptable level of skill and performance through a combination of structured learning and tuition. This does not prohibit other qualifications in other subjects if relevant and budget permitting

ADDITIONAL INFORMATION

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. The post-holder will, therefore, be expected to undertake other reasonable duties, relevant to their grade, in accordance with LCC requirements to achieve the aims of the organisation.

ESSENTIAL QUALIFICATIONS:

JOB DESCRIPTION PREPARED/REVIEWED BY: Anna Tansley/Debra Scott

DATE: 8th January 2016 (Refreshed March 2021)

JOB DESCRIPTION APPROVED BY:

DATE:

This job description is current as at the date shown. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the job. This job description is issued as a guide to help you understand the duties you will initially be expected to undertake.

Post of: Intelligence & Policy Reporting Officer

Employee Specification

Detailed below are the type of skills, experience and knowledge, which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Disabled applicants whose impairment makes it difficult for them to carry out any aspects of this post are still encouraged to apply since it may be possible to make an adjustment to these duties or provide additional support.

SKILLS	Ess	Des	MOA
1. Highly numerate with strong analytical skills and the ability to work with large data sets.	✓		A/I
2. Excellent organisational skills and the ability to prioritise work load and balance competing priorities.	✓		A/I
3. Flexible and creative approach to problem solving.	✓		A/I
4. Strong ability and commitment to providing accurate information, using	✓		A/I

<p>appropriate information technology to provide data that can be relied on</p> <p>5. Highly Computer literate, able to manage a wide range of specific and bespoke systems and packages as relevant to the services.</p> <p>6. Able to develop effective working relationships with teams, individuals and partners.</p> <p>7. To be a proactive team member and be committed to working collaboratively and on own initiative.</p> <p>8. Good interpersonal and customer service skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>
KNOWLEDGE	Ess	Des	MOA
<p>1. Of in-house IT systems and appropriate software for analytical work including reporting software.</p> <p>2 An understanding of IT and statistics and the use of good information in improving services</p> <p>3. An understanding of the sources of E&H, and in particular Housing Leeds intelligence and the performance information that is available.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>

4. Knowledge of national, regional and local developments which may impact local service area processes.		✓	A/I
5. Of LCC policies and current direction including strategy for E&H services.	✓		
6. Knowledge of the LCC policies on information management and data protection.	✓		A/I
EXPERIENCE			
	Ess	Des	MOA
1. Experience of identifying performance issues and working with others to improve performance.	✓		A/I
2. Experience in supporting lead officers in producing written reports, including preparation of supporting data and analysis	✓		A/I
3. Experience of using working with services to deliver improvement activity through effective application of intelligence and performance information.		✓	A/I
4. Experience of working to deadlines in a climate of conflicting priorities.	✓		A/I
5. Experience of identifying and addressing data quality issues.	✓		
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS			
	Ess	Des	MOA

1. Awareness of, and ability to respect the sensitive and confidential nature of the work.	✓		A/I
2. Willing to actively reflect LCC Equality & Diversity Policies in your work.	✓		A/I
3. Commitment to fulfil all the requirements of the job and provide a good quality of service.	✓		A/I
4. Commitment to self and team development.	✓		A/I
5. Commitment to meet deadlines.	✓		A/I
6. Commitment to team working and support for other members of staff.	✓		A/I
7. Willing to work flexible hours to meet service requirements.	✓		A/I
8. Display high degrees of self motivation, commitment and time management.	✓		A/I
9. Commitment and flexibility to ensure the operational needs of LCC are met.	✓		A/I
10. To ensure full compliance with appropriate financial regulations, rules and procedures.	✓		A/I
<p>A = Application Form</p> <p>T = Test</p>			
METHOD OF ASSESSMENT (MOA)			

I = Interview

C = Certificate

RISK ASSESSMENT OF THE POST

CLIENT GROUPS, the employee will work with *

General Public		Housing Tenants		Other Agencies	
Children		People with learning difficulties		Clients in their own home/residential home/hostel	

FOOD HANDLING:

The job will involve *

Handling Food		Preparing Food	
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PHYSICAL CONDITIONS:

1. Work is conducted in the main *

Indoors		Outdoors		Sitting		Standing		Walking		Office Accommodation
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2. The job will involve *

Climbing		Working at Heights		Potentially working in smoking environment		Driving		Lifting
Stretching		Working underground		Working in confined spaces		Bending		Carrying

Type of Vehicle (other than car) _____

3. This job may involve possible exposure to _____

We therefore offer _____ as a protective measure

CONTROLS TO MINIMISE HAZARDS - The following specialist equipment will be provided for the job.

1. Personal Protective Equipment (please specify) _____

2. Breathing Apparatus_N/A_____ specify type _____

3. Harness __N/A_____ specify what _____

4. Protective Clothing_____ specify what _____

5. Other equipment used _N/A_____ specify _____

* Tick where appropriate to indicate what aspects the job will involve.

WE WANT ALL OUR EMPLOYEES TO WORK IN SAFE AND HEALTHY CONDITIONS.

IN ACCORDANCE WITH HEALTH & SAFETY LEGISLATION - ALL EMPLOYEES HAVE A DUTY TO ACT RESPONSIBLY AND TO DO EVERYTHING THEY CAN TO PREVENT INJURY AND ILL HEALTH TO THEMSELVES, FELLOW EMPLOYEES AND OTHERS.

