**Manchester City Council**

**Role Profile**

**Performance and Insight Lead (HDRC Strategic Lead), Grade 12**

**Performance, Research and Intelligence Service, Core Directorate**

**Reports to: Head of Performance, Research and Intelligence.**

 **Family: Corporate Organisational Support**

**Key Role Descriptors:**

This role leads a function which provides specialist support to the organisation and external stakeholders.

They will lead and drive the design, implementation, development, support and monitoring of programmes of work to support the delivery of the Council’s Corporate Plan. In doing so they will support the achievement of strategic and operational objectives through a focus on quality, value for money and innovation whilst providing organisational assurance.

The role holder will proactively engage with senior management and decision makers to agree clear programmes of work providing appropriate support and challenge.

The role holder will work collaboratively with, and influence, both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint working.

They will ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers.

They will provide effective programme management and oversight interpreting strategic vision (Our Manchester Strategy and the Corporate Plan) into a coherent programme of projects or priorities.

They will have a broad understanding of the context of their thematic area.

The role holder will have awareness of the importance of evidence led decision making.

**Key Role Accountabilities:**

Lead engagement with internal and external stakeholders to determine requirements and translate into programmes of work for their thematic area.

Lead the development of strategic responses through provision of specialist advice, insight, support and challenge to support the delivery of organisational priorities, and to ensure the Council is able to meet its legal obligations.

Ensure the development, maintenance and monitoring of effective processes and information to support the delivery of key objectives.

Keep abreast of developments in evidence led decision making and how best to utilise the resources available.

Be an ambassador for the service/organisation in meetings, working groups and other forums, providing an input that proactively influences and drives delivery of priorities.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Role Portfolio:**

The Health Determinants Research Collaboration (HDRC) function, within the Performance, Research and Intelligence Service, will be responsible for the delivery of HDRC Manchester.

The HDRC Strategic Lead will oversee the HDRC Programme, managing a team of 12 people and collaborating with stakeholders within the University of Manchester, Neighbourhood services and localities across the city. This role involves providing strategic direction, fostering a collaborative team environment, and driving transformative initiatives to ensure effective implementation of change processes. Additionally, the Strategic Lead will facilitate cutting-edge research activities, promote innovation, and guide the development of advanced research methods.

The team will be centred around three main pillars: Culture Change, Research, and Methods. The Strategic Lead will lead work on embedding a research-driven culture across the council and will work closely with local communities and stakeholders to identify and prioritise research needs. They will direct work on the development of guidance, toolkits, training, and support to enhance the quality and impact of research conducted within the programme. The Strategic Lead will play a crucial role in advancing the HDRC Programme's mission and objectives

The role should also ensure decision makers in Manchester have the evidence and intelligence they need to shape strategic and operational thinking and to demonstrate the impact those choices have on our priorities.

The thematic functions will:

* Support the development of key strategic documents
* Ensure consistency of performance
* Produce credible, relevant, responsive intelligence and evaluation
* Provide data and intelligence to support the development of business cases
* Consider data science methodologies
* Promote information as an asset and improve data in core systems
* Deliver statutory returns and consultations
* Support staff to develop and look after themselves

The role will require sound working relationships with key senior stakeholders and the ability to develop and communicate structured arguments with evidence based recommendations to inform decision making. This will include communicating complex and sensitive material and working with senior external partners to influence wider policy and investment plans.

**Performance and Insight Lead (People/Place/Core), Grade12**

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Reacts positively in opposition and conflict, taking the opportunity to persuade others of own point of view and defends own position with logical and unemotional arguments.

Ability to communicate equally, appropriately and effectively with the widest range of individuals and groups across all sectors and levels of society. A skilled communicator in terms of the political/ officer interface who exhibits integrity and creates rapport, trust and confidence.

* **Analytical Skills**: Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments, proactively thinking through problems rather than reactively following a procedure-driven approach
* **Planning and Organising:** Ability to complete work within area for which responsible within deadlines and to agreed standards. Can make long term plans which impacts on a whole service or the wider Council. Ability to plan ahead, with a focus on results, standards and objectives on time to quality, within budget and to prioritise, plan and organise own and others’ work

effectively to ensure these are met.

* **People Management:** Strong development, management and motivation skills, providing leadership and direction to the team, building effective relationships and gaining their full support for achieving outcomes.
* **Problem Solving and Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* **Creative Skills**: Ability to think creatively to proactively potential future scenario’s and to develop a range of creative solutions that meet the strategic needs of the business and are new and original
* **Strategic Thinking**: Ability to identify patterns, trends and long term possibilities; can create and shape a vision of the future that fits in with the Council’s long term objectives and is able to articulate strategy to a wider audience.

Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short term decisions for the achievement of long-term strategic goals

**Policy:** Use evidence from policy evaluation systematically and analyses the quality of available evidence taking steps to mitigate gaps or weaknesses. Ability to make accurate quantitative and qualitative assessments of policy performance

Ability to interpret the political context at a national, regional and sub-regional level to identify policy priorities

**Technical Requirements (Role Specific)**

* An awareness of good performance management practices/requirements and their role with Local Government.

* An awareness of good data management practices/standards and the key role they play in the work of the Performance, Research & Intelligence service.

* An awareness of good research/analysis practice and the associated purpose, privacy and ethical considerations.

* An ability to proactively predict future trends and challenges and to forward plan what service priorities to expect and support the subsequent organisation priorities.