![Gangmasters & Labour Abuse Authority]

Summary of the role

To support the performance management processes of the GLAA.

To develop and maintain accurate, timely, robust and auditable processes in order to produce performance management information to inform the strategic and operational objectives of the GLAA.

Responsibilities

- To extract and collate performance data from a wide variety of sources using the most efficient means, developing or designing new data capture or recording systems as necessary.

- Analyse, interpret and report on GLAA performance data to inform GLAA senior managers, business planning processes and a wide range of internal and external stakeholders including GLAA Board and Home Office.

- Assist in the identification and development of key organisational performance indicators.

- Produce timely and accurate insight reports at organisational, team and individual level on progress against GLAA corporate Business Plan targets and performance indicators in a format relevant to the required audience.

- Analyse, interpret and report on national performance data required to meet organisational and partner agency needs.

- To identify and deploy the most appropriate analytical techniques and statistical processes in order to ensure accuracy and relevance of data.

- To produce written reports and verbal presentations to demonstrate analytical findings in a clear and precise manner.

- Make recommendations for senior managers on areas for improvement or to highlight good practice based on sound analytical products and techniques.

- To design and develop databases using relevant software applications or query tools (e.g. Excel, Access, SQL, Business Objects etc.) in order to support or improve

management information requirements.

- To attend meetings, liaising with external partners, customer groups and internal working groups as required, presenting findings as appropriate, e.g. at management and board meetings.

- To maintain an extensive and up to date knowledge of relevant performance measurement systems and data standards for the Authority and Home Office.

- To provide guidance and advice to the Authority on matters relating to the production and use of management information.

- To assist in the planning, development and coordination of project work in relation to performance data, through the definition of specific tasks, dependencies, data requirements and time scales, helping to identify risks.

    The duties and responsibilities listed above are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Knowledge and Skills	
Essential	**Desirable**
- Excellent IT skills, including previous experience of using analytical software or software packages specifically designed for the creation, maintenance and evaluation of data. - Proficient in the use of Microsoft Office products, particularly Word, Excel, PowerPoint and Access. - Demonstrable experience in obtaining qualitative and quantitative data through appropriate means. - Ability to analyse and accurately interpret data effectively using a variety of analysis tools and statistical approaches. - Experience of preparing complex briefings/analysis for presentation, including the use of analytical techniques and tools to demonstrate findings. - Strong ability to understand and	- A degree with a high proportion of data collation and interpretation, or significant practical workplace experience of gathering, analysing and evaluating data for presentation to internal and external managers. - Experience of working within a law enforcement or regulatory environment. - Knowledge of current performance systems of the GLAA and Home Office. - Experience in the practical use of SQL queries and other query tools such as Business Objects to extract data. - Able to routinely travel to varying locations across the UK.

grasp situations and analyse them in a logical manner using appropriate techniques. • Ability to communicate effectively (verbally and in writing) with a wide range of individuals throughout the organisation and externally. • The ability to work effectively as part of a multi-disciplinary team and as an individual where required. • Experience of making recommendations to colleagues and managers based on accurate, well defined analysis. • The ability to work to strict guidelines, prioritise effectively and pay close attention to detail.	

In addition the post holder must successfully achieve SC vetting clearance.