



Performance Analyst

Closing Date: Wednesday 7 December 2022, midday

Expected Interview Date: Week beginning 12 December 2022

Recruitment Reference:

HES/22/277

Starting Salary:

£36,018 per annum

Salary Range:

£36,018 to £41,866 per annum

Pay Band:

D

Directorate:

Finance and Corporate Services

Location:

Longmore House,
Edinburgh (with option of hybrid working)

Line Manager:

Denise Mattison, Head of Corporate Analysis and Performance

Contract Type:

Permanent

Working Hours:

Full time (37 hours per week)

Thank you for your interest in the post of Performance Analyst with Historic Environment Scotland.

As Performance Analyst you will have responsibility for delivering functions relating to performance analysis and exploratory analysis to inform corporate decision-making. The role promotes the value of data driven decision-making within the organisation and is critical to ensuring our Executive Leadership Team (ELT) and HES Board have access to current and accurate data, information and insights on which to base strategic decisions.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.

- The historic environment makes a broader contribution to the economy of Scotland and it's people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

This role sits within the Corporate Analysis and Performance team (CAP), a small, specialist team which is part of the Finance and Corporate Services Directorate. The purpose of CAP is to enable delivery of HES strategic priorities and decision-making by providing high quality planning, corporate performance and risk management and analytics, promoting best value and continuous improvement. Team outputs include plans and reports for key stakeholders such as ELT, HES Board, Audit, Risk and Assurance Committee (ARAC), Scottish Government and the public.

You will report directly to the Head of CAP and have responsibility for operational functions relating to corporate performance, which will include working with senior colleagues on a regular basis. You will act as an expert advisor to the organisation on matters relating to corporate performance, engaging and being actively involved with other roles which involve performance management.

You will lead the development and improvement of performance measures in our Annual Operating Plan, report on progress to ELT and HES Board and undertake exploratory data analysis to support planning and prioritisation at an organisational level. You will be responsible for the Corporate Performance Framework and will contribute to building performance and analytical capability across the organisation.

Key responsibilities, duties and objectives

The Performance Analyst will work with the CAP team and Directorates across HES. The postholder will add value by introducing new performance measurement methodologies which improve our capability to deliver data-driven insights to support strategic and operational decisions.

The postholder will be responsible for delivering the following:

- Annual update of the HES Corporate Performance Framework
- Annual Operating Plan Indicators and Success Criteria working with the Planning and Risk Business Partner
- Quarterly performance reports for ELT and HES Board
- Monthly Key Stats Dashboard for ELT
- Contribution to the performance section of the Annual Report and Financial Statements working with the Senior Research Manager
- Contribution to the development of Corporate Plan KPIs working with the Senior Research Manager
- Documentation and oversight of performance measurement and monitoring processes and timetable
- Creation and maintenance of a Centre of Excellence for performance on HES Intranet
- Creation, review and update of performance related guidance and e-learning

- Creation of opportunities to provide and/or respond to requests for advice on performance measurement and management from across HES including performance frameworks for strategies, policies, projects and plans
- Rolling programme of workshops on theory and practice of performance measurement and management to build organisational capability
- Organisational comms on performance measurement, management and monitoring including intranet/web/news articles
- Exploratory data analysis, working with the Senior Research Manager and Economic Adviser, feeding insights into business cases, evaluations and impact assessments, as well as informing decisions on planning and prioritisation
- Contribution to team resilience by deputising for planning and risk management functions

Contacts and Communications:

Internal:

- Close collaboration with CAP colleagues
- Wider working with Finance and Corporate Services Directorate
- Partnership working with External Relations and Partnerships, Chief Executive's Office, Communications and Media, Cultural Assets, Operations Directorate, Marketing and Engagement, Heritage and People Directorate

External:

- Building and maintaining a network of colleagues to share good practice

Management Support:

- Preparing reports to support decision-making at ELT and HES Board
- Preparing material for HES Annual Operating Plans and HES Annual Reports
- Preparing guidance and tools and providing advice to support corporate performance management
- There is no line management or budget responsibility in this role

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- **Analysis and insight** – you can turn qualitative and quantitative data into valuable insights that inform decisions. You can demonstrate numeracy and an understanding of analytical tools. You can collect, collate, cleanse and interpret data to derive meaningful insights that can be acted upon. You can identify and apply the most appropriate analytical techniques to bring different sources together to tell a story. You can effectively involve teams in analytics to increase consensus and challenge assumptions. You can understand what data sources, analytical techniques and tools can be used to fit the situation. You can be proactive and present compelling findings that inform wider decisions. You can apply innovative approaches to resolve problems.
- **Communicating analysis and insight** - you can use the most appropriate medium to visualise data to tell compelling stories that are relevant to HES outcomes and can be acted upon. You can present, communicate and disseminate analysis and recommendations effectively, appropriately and with high impact. You can write clear, concise reports for senior managers and Board-level which tell the performance story and communicate actionable insights to improve future performance.
- **Performance measurement** - you can develop a performance framework including Key Performance Indicators (KPIs) for a service or product. You can provide the intelligence to support the formulation of both short-term and long-term strategic plans. You can identify and analyse options, and assess their feasibility and operational impact. You can ensure that plans, policies and programmes are aligned with end user needs and HES outcomes.
- **Technical understanding** - you can stay up to date with industry developments to make cost-effective use of new and emerging tools and technologies. You can keep up to date with advances in digital analytics tools and data manipulation products.
- **Verification and validation of data and analysis** - you can demonstrate knowledge of quality assurance techniques. You can identify the right data sources and then validate and understand how to interpret the results. You can ensure that data is fit for purpose.
- **Working within constraints** - you can understand and work within given constraints (such as technology, policy, regulatory, financial, legal, ethical, social and user constraints) adapting where needed with a particular focus on data security and privacy concepts, including data protection.

Desirable requirements:

- An understanding of corporate governance and the public sector
- Experience of managing projects
- Experience of process mapping
- Advanced Microsoft Word skills including the creation of bespoke styles, and advanced formatting evidenced through the delivery of professional reports
- Experience using collaborative working tools such as MS Teams, Whiteboard and SharePoint.



What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Denise Mattison, Head of Corporate Analysis and Performance, by email at Denise.Mattison@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Thank you.

People Directorate
Historic Environment Scotland