Job Description

Job Title:	Data and Performance Analyst
Service:	Coram-i
Reporting to:	ASG Data Lead, Children's and Social Care Secretariat, Coram-i
Salary Range:	*£28 to 30K depending on experience*
Work Pattern:	35 hours per week
Contract Type	Full time, permanent

Coram is committed to improving the lives of the UK's most vulnerable children and young people. We support children and young people from birth to independence, creating a change that lasts a lifetime.

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Coram-i provides improvement services primarily to children's social care services such as adoption and fostering to improve outcomes for children in care and is contracted by the DfE to provide a management and secretariat service for the Adoption and Special Guardianship Leadership Board (ASGLB) which includes a data collection.

The ASGLB data return is completed by every local authority, regional adoption agency and voluntary adoption agency in England on a quarterly basis. The primary aim of the collection is to collect information about children and (prospective) adopters in the adoption process and data on SGOs to enable decision-making at national, regional and local level to be evidence-based and informed by strong intelligence, and for agencies and regional boards to have the information they need to improve performance.

Purpose of the role:

- Assist with the ASG data collection by supporting the commission of the quarterly data collection, processing and data checking completed returns, and liaising with agencies to ensure all data returns are submitted free of queries and errors by the submission deadlines.

- Support the timely and accurate analysis, presentation and management of adoption and special guardianship data, and the production of the quarterly ASG agency-level files for quality assurance and publication.

- Support with the maintenance of systems, processes and procedures that lead to the generation and communication of high-quality data and information for use by key stakeholders in order to improve the outcomes for children looked after.

Main duties & Responsibilities

- Assist with the commission of the quarterly data collection.

- Provide support with the preparation and generation of the individual child- and adopter-level data collection templates.

- Assist with the updating of the data guidance documents.

- Process the completed child- and adopter-level data returns, including undertaking data checks and liaising with agencies to resolve all errors and queries.

- Provide agencies with support in completing and submitting their completed data returns.

- Assist with the generation of the quarterly agency-level files for quality assurance and publication.

- Be responsible for maintaining and updating the ASG data contact list and returns tracker.

- Undertake data analysis, generate charts, graphs and tables and interpret complex information for input into reports as and when required.

- Monitor the shared mailbox and support the ASG Data Lead and Analyst in communicating with agencies and with responding to emails and queries.

- Assist with the implementation of action plans to improve data quality and/or address specific performance issues.

- Assist with the organisation and running of the Data Reference Groups and other workshops, seminars, conferences and events.

- Support with the maintenance of the Coram-i website by uploading up-to-date/new content.

- To recognise and challenge all forms of discrimination and prejudice in the workplace.

- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.

- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.

- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)