

Job description – Scrutiny Officer (Performance)

Grade:	2 - Officers & advisors
Reporting to:	Scrutiny Manager
Working closely with:	Director of Scrutiny & Quality, Assistant Director of Scrutiny & Quality (Performance), other Scrutiny Officers, staff within the regulatory bodies and other key external stakeholders.
Main purpose of job:	To lead the annual performance review process for one or two regulators, making assessments against the Authority's Standards of Good Regulation.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation's core working hours may be required. Flexi time is available.</p> <p>Occasional travel may be required.</p>
Key tasks and responsibilities:	<p>To plan the annual review of one or two regulators, including identifying relevant evidence sources and methods for collecting these.</p> <p>To lead on the evidence gathering for the regulators, including leading audits and meetings with regulator staff. To contribute to audits of other regulators managed by colleagues.</p> <p>To complete the analysis of the regulators' performance based on the evidence gathered.</p> <p>To present recommendations on the outcome of a review to an internal panel of decision-makers.</p> <p>To develop and manage relationships with senior staff within the regulators and other key external stakeholders</p> <p>To develop a strong understanding of regulators' legislation, standards, guidance and processes.</p> <p>To identify areas for improvement, and areas where regulators are working effectively, with a view to improving performance and sharing good practice.</p> <p>To draft individual regulators' performance review reports, in accordance with set timescales, and to lead on subsequent discussions about the draft reports before they are finalised.</p> <p>To lead on, and/or contribute to, wider work within the team and the Authority, including project and policy work, and responding to consultations relevant to the regulators.</p> <p>and any other duties that can reasonably be assigned in relation to the grade of the post.</p>

Person Specification – Scrutiny Officer (Performance)

	Essential:	Desirable:
Education, Qualifications and Training	.	
Special Skills / Knowledge	<ul style="list-style-type: none"> • Strong analytical skills and excellent attention to detail • Ability to identify, collect and analyse relevant quantitative and qualitative information • Ability to plan and lead an annual cycle of work to produce high quality outcomes within set deadlines • Report-writing skills, as well as skills in writing in a concise and readable way • Ability to develop and manage effective stakeholder relationships with peers, senior colleagues and external contacts • The ability to work collaboratively and supportively within and across teams 	<ul style="list-style-type: none"> • Sound knowledge of issues affecting health and social care regulatory bodies
Experience	<ul style="list-style-type: none"> • Experience of writing reports for internal and external audiences 	