

Job Description

Job Title	Reporting Officer
Department	Chamberlain's Department
Grade	E
Location	Guildhall
Responsible to	Head of Impact and Reporting
Responsible for	n/a
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

Reporting to the Head of Impact and Reporting, the Reporting Officer leads the team responsible for designing and providing a wide range of reporting, project management and research services to support effective decision making to Senior Officers and Elected Members. This role is central to the effective communications and measurement of the outcomes delivered through Corporation third-party spend and project delivery.

Main Duties & Responsabilités

1. The design, provision and maintenance of a suite of management reports for Corporation decision-making bodies including relevant Committees, Portfolio Board, Project Boards, Category Boards and the associated communications.
2. The development, provision and maintenance of Divisional performance reports and to manage the reporting of KPIs and management information to senior officers and relevant Committees.
3. Support the development of an effective benefits management framework that evidences return of investment and social impact.
4. Management of research and data analysis services necessary to assist the continuous improvement of the functions within the Division. Including, design and delivery of external benchmarking exercises, customer surveys and internal and external stakeholder groups.
5. Coordinate the development and maintenance of Operational Level Agreements (OLAs) for the Division's internal customers. Working with the Division's Senior Management Team to develop a clear service proposition and customer service model.
6. Produce a range of written materials including formal committee reports, case studies and web copy.
7. Coordinate the management of internal audits, risk management and the provision of information for Freedom of Information requests.



8. Develop external networks and work closely with colleagues in the Communications team to raise the City Corporation's profile through the effective communication of the benefits delivered through relevant City activities.
9. Design, provision and maintenance of a suite of standard reports to support supplier performance management programme. This includes assisting with the reviews of contract service level agreements (SLA's) with strategic suppliers, analysing defined supplier performance metrics and communicating this information to appropriate internal and external stakeholders.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title	Reporting Officer
Department	Chamberlain's Department
Grade	E
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	This post is <i>not</i> politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Professional Qualifications / Relevant Education & Training

- Degree level qualification (or comparable experience) in business administration, public policy or management **(A)**

Experience Required

- Significant experience of working in a senior governance, compliance, or policy role in a large complex organisation **(A) (I)**
- Substantial experience of managing reporting to senior Boards and Committees working closely with the Chair to develop effective business practices **(A) (I)**
- Significant experience of developing performance management frameworks to enable organisational and individual performance management **(A) (I)**
- Experience of designing administrative systems and business processes using continuous improvement methodologies **(A) (I)**
- Has experience of producing detailed reports and writing effective policies **(A) (I)**
- Experience of data analysis and presenting complex findings in a variety of ways to suit different audiences, including presentations, written reports and through external publications **(A) (I)**
- Significant experience of coordinating information returns using influence to ensure deadlines are met **(A) (I)**
- Experience of influencing policy or decision-makers across the public, private or charity sectors, either through policy work or campaigns **(A) (I)**
- Proven experience in building relationships with a wide range of stakeholders **(A) (I)**

- Experience in networking, partnership building and relationship management at a senior level **(A) (I)**

Technical Skills & Knowledge

- Strong numerical and verbal critical reasoning ability **(I) (T)**
- Exceptional written communications with the ability to independently produce formal reports. **(I) (T)**
- Has exceptional communications / inter-personal skills and is able to use influence to deliver results **(A) (I)**
- Able to develop performance metrics making use of both quantitative and qualitative data **(I) (T)**
- Ability to analyse complex datasets, to absorb complex information and present it clearly **(I) (T)**
- Ability to translate data and insight into business improvement, delivering tangible and measurable benefits **(A) (I)**
- Ability to communicate technical concepts to non-technical stakeholders. **(A) (I) (T)**
- Strong presentation skills and experience with adapting oral and written outputs to present in non-technical language to diverse audiences at different levels of the organisation. **(A) (I) (T)**
- Strong problem solving skills and the ability to think laterally to develop innovative solutions **(A) (I)**
- Strong IT skills including advanced Excel, PowerBI (or other visualisation tools) **(A) (I)**
- Effective project management and organisational skills **(A) (I)**
- Good understanding of the principles of good governance and how they relate to the public sector **(A) (I)**

Recruitment – Note to Applicants



The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £46,050 - £51,530 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay



The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.