



Job description			
Job title	Apprentice Performance Officer		
Grade	B		
Directorate	Resources		
Service/team	Policy and Performance		
Accountable to	Service Manager – Performance, Business Intelligence and Risk		
Responsible for	Not applicable		
JE Reference		Date Reviewed	December 2025

Purpose of the Job

To support the work of the Policy and Performance service to monitor performance and use intelligence/ data to enable the Council to develop plans and strategies and manage its services and programmes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) Work with Performance Officers to retrieve information from computerised systems.
- 2) Support the monitoring and reporting of service performance.
- 3) Support business planning to ensure that service actions align with the priorities included in the Council's annual delivery plan.
- 4) Prioritise work to meet deadlines and achieve personal and service priorities.
- 5) Participate in personal development and training appropriate to the post and in accordance with the Council's apprenticeship training programme.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction, or interference.
- Report actual or potential security incidents.