CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Insight and Evaluation Manager**

Position Number: **SPP0047**

JE Code: **HAYICS133**

Service: **Business Intelligence and Governance service**

Location/Work Base: **County Hall, Llandrindod Wells**

this is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working.

Grade: **Grade 12**
Point 33 to Point 35
£45,529 to £47,665 per annum
£23.59 to £24.70 per hour

Contracted hours: **37 hours, Permanent**

Reporting to: **Deputy Head of Business Intelligence and Governance Manager**

Responsible for: **Insight and Evaluation Officers x3 (3 FTE)**

Summary

About the role:

This is an exciting opportunity to lead the Council's Insight and Evaluation function and help strengthen how evidence, insight, self-assessment and organisational learning are used to improve outcomes for residents and communities.

The Insight and Evaluation Manager will provide strategic leadership across strategic business planning, performance, corporate and strategic equality planning and monitoring, governance assurance, well-being planning, self-assessment and organisational improvement. The postholder will work closely with services, Corporate Leadership Team, Elected Members and partners to ensure that decisions are informed by robust evidence and that statutory responsibilities are effectively supported.

The role will lead the development of frameworks, standards, guidance and assurance arrangements that help services understand their performance, identify opportunities for improvement and demonstrate impact. Whilst services retain ownership of their performance, self-assessment and statutory responsibilities, the postholder will provide

strategic leadership, challenge, support and co-ordination to help the organisation meet its obligations.

The postholder will play a leading role in embedding the Sustainable Development Principle (Five Ways of Working) and Seven Well-being Goals across business planning, reporting and assurance arrangements, helping to strengthen the 'Golden Thread' between corporate priorities, statutory duties, service delivery and outcomes.

The role will act as lead officer for the Powys Public Services Board (PSB) and oversee the Council's contribution to the Well-being Assessment and Well-being Plan.

About you:

You are an experienced leader with a strong understanding of performance, governance, assurance, evaluation and organisational improvement within a public sector environment.

You are naturally curious and evidence-driven, able to understand complex issues, identify key risks and opportunities, and translate information into practical action.

You are comfortable working strategically whilst remaining connected to operational delivery. You can build effective relationships across organisational boundaries, influence senior leaders and partners, and provide constructive challenge where required.

You are passionate about developing people, building organisational capability and creating a culture of continuous improvement, learning and evidence-based decision-making.

What you will do:

You will lead the Council's approach to insight, evaluation, governance assurance, self-assessment support, strategic equality planning and monitoring and organisational improvement.

You will ensure services have access to the frameworks, guidance, challenge and support required to understand performance, identify opportunities for improvement and meet statutory requirements.

You will lead a team of Insight and Evaluation Officers, developing a consistent business partner approach that supports services across the organisation.

You will provide strategic advice to senior leaders, Elected Members and partners, whilst leading the Council's support arrangements for the Powys Public Services Board and helping embed the Well-being of Future Generations (Wales) Act throughout the organisation.

If you have any questions about the role, please contact:
Carolanne Butler, Deputy Head of Business Intelligence and Governance
carolanne.butler@powys.gov.uk

Your responsibilities will be:

1. Lead, develop and manage the Insight and Evaluation team, ensuring resilience, consistency and high professional standards.
2. Provide strategic leadership for the Insight and Evaluation function, ensuring the Council has effective arrangements for business planning, performance management, regulatory (audit) activity, assurance, self-assessment support, strategic equality planning and monitoring, and organisational improvement.
3. Lead the Council's support arrangements for self-assessment, working alongside services to help them evaluate performance, identify opportunities for improvement and demonstrate impact.
4. Provide leadership for developing, monitoring and reporting arrangements relating to the key corporate strategies, plans and reports, including the Council's Corporate and Strategic Equality Plan, associated action plans and related performance, equality and improvement reporting.
5. Lead the development and continuous improvement of corporate frameworks, standards, guidance, processes and tools that support consistent approaches, evidence-based decision-making and governance across the organisation.
6. Lead and co-ordinate development of the Council's Annual Corporate Self-Assessment arrangements and associated assurance processes under the Local Government and Elections (Wales) Act 2021, working collaboratively with services across the organisation.
7. Co-ordinate the preparation and lead the development of the Council's Annual Governance Statement and associated assurance processes, aligned to the CIPFA/Solace 'Delivering Good Governance in Local Government: Framework' and any subsequent updates or guidance. Provide guidance, challenge and quality assurance, working collaboratively with key stakeholders to collate and evaluate evidence of governance effectiveness.
8. Act as lead officer and principal adviser to the Powys Public Services Board, including leadership of the Well-being Assessment, Well-being Plan and associated governance arrangements.
9. Support services to embed the Sustainable Development Principle (Five Ways of Working) and Seven Well-being Goals within planning, delivery and reporting arrangements.
10. Build organisational capability through coaching, challenge, guidance, learning and support that strengthens self-assessment, evaluation and evidence-based decision-making.
11. Provide expert advice, reports and assurance to Corporate Leadership Team, Cabinet, Scrutiny, Governance and Audit Committee, Public Services Board, and other forums as required.
12. Develop effective relationships with Welsh Government, Audit Wales, the Office of the Future Generations Commissioner for Wales, WLGA and other key stakeholders and partners.

DBS: There is no DBS Check requirement for this position.

- **Health and Safety Statement:** To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

- **Equalities Statement:** To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

- **Welsh Language Requirement:** Welsh language skills are desirable.

NOTE; Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSON SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Experience of working in local government or a wider public sector.
- Significant experience of using evidence, information or insight to support decision-making, service improvement or organisational learning.
- Significant experience of performance, governance, assurance, evaluation, impact assessment, regulatory (audit) tracking, organisational improvement or related functions.
- Experience of using business intelligence, reporting or data visualisation tools.
- Significant experience of analysing and interpreting quantitative and qualitative information.
- Experience of leading performance management, quality assurance, governance, compliance or improvement arrangements within a complex public sector organisation, including writing effective outcomes, objectives, actions and measures.
- Experience of preparing clear reports, briefings, presentations or other written outputs for a range of audiences.
- Experience of advising and influencing senior leaders, elected members and stakeholders.
- Experience of leading complex corporate programmes, frameworks or statutory processes across organisational boundaries.
- Experience of leading and developing teams and building organisational capability.
- Experience of delivering workshops, training sessions or coaching activities.

Desirable

- Experience of leading equalities, well-being, impact assessment, or organisational improvement activity.
- Experience supporting Public Services Boards, partnerships or collaborative governance arrangements.

Knowledge

Essential

- Strong knowledge of the Well-being of Future Generations (Wales) Act 2015, including the Sustainable Development Principle (Five Ways of Working) and Seven Well-being Goals.
- Strong knowledge of the Local Government and Elections (Wales) Act 2021, particularly self-assessment and governance requirements for local authorities.
- Knowledge of the Equality Act 2010 and Public Sector Equality Duty.

- Knowledge of governance, assurance and continuous improvement principles.
- Strong understanding of Microsoft 365 and its use in reporting, communication, automation and service improvement.
- Knowledge of evidence-based decision-making, organisational learning and continuous improvement.
- Knowledge of performance management, self-assessment, quality assurance and governance assurance principles.
- Knowledge of governance, accountability and transparency within a public service environment.
- Understanding of the importance of equality, inclusion and accessibility in public services.

Desirable

- Knowledge of the CIPFA/Solace 'Delivering Good Governance in Local Government: Framework' (and the 'May 2025 addendum').
- Knowledge of Welsh public sector partnerships and Public Services Boards.

Qualifications and Training

Essential

- Degree level qualification in a relevant discipline or equivalent experience.
- Leadership and management qualification or equivalent experience.

Desirable

- Postgraduate qualification or relevant professional membership.
- Qualification in performance management, research, evaluation, improvement, project management or data analysis.
- Coaching qualification.
- Facilitation qualification.

Personal Qualities

Essential

- Strategic thinker able to connect organisational priorities, legislation, evidence and outcomes, balancing strategic and operational perspectives to drive organisational improvement.
- High levels of personal accountability, integrity, and motivation.
- Collaborative and relationship-focused approach.
- Highly organised, able to balance strategic and operational demands by planning both long-term and ad-hoc activity, making effective use of resources to meet the needs of the role, team and wider organisation.
- Commitment to continuous improvement and professional development.

Skills

Essential

- Ability to provide strategic leadership and influence at senior levels.

- Excellent report writing, presentation and communication skills.
- Excellent stakeholder engagement and partnership working skills.
- Excellent numeracy and analytical skills, with the ability analytical and problem-solving skills, with the ability to analyse, interpret and present quantitative and qualitative information in a clear and meaningful way, identifying trends, risks, opportunities and areas for improvement.
- Ability to interpret complex legislation, guidance, evidence and performance information and translate it into clear practical advice, tools, reports and support that enables services to identify opportunities for improvement and meet statutory requirements.
- Ability to respond confidently and professionally when giving and receiving robust challenge, working with competing priorities or discussing differing views.
- Ability to coach, facilitate, support and constructively challenge others, including designing and delivering workshops, briefings or training sessions that build understanding, capability and continuous improvement.
- Excellent organisational skills with the ability to manage competing priorities, oversee effective planning arrangements, and ensure team documentation, guidance and processes remain accurate, consistent, up to date and aligned with statutory, governance and organisational requirements.
- Advanced application of Microsoft Word skills, including the production, quality assurance and continual improvement of complex reports, templates, accessible documents, styles, contents pages, cross-referencing and document automation.
- Advanced application of Microsoft PowerPoint skills, including development of professional presentations, visual storytelling and effective communication of complex information to a wide range of audiences.
- Strong practical application of Microsoft Excel skills, including data analysis, data manipulation, quality assurance and reporting.
- Good practical application of Microsoft Power Platform tools, including Power BI, Power Automate, Power Apps, and related Microsoft 365 tools including SharePoint, Lists, and Planner, with the ability to apply these effectively to support organisational insight, governance, performance reporting, workflow automation, service improvement and evidence-based decision-making.
- Skilled in advanced process improvement or continuous improvement techniques.
- Advanced skills in producing accessible reports, executive summaries, and Easy Read materials.

Desirable

- Demonstrably skilled in developing corporate performance or assurance frameworks.
- Facilitation and organisational development skills.
- Experience of using Power Apps/Power Automate or other low-code/no-code solutions to improve business processes and reporting solutions.

Other Requirements

Essential

- Occasional need to work at locations around the county and attend meetings at a regional or national level.
- Willingness to work flexibly where required.
- A clear understanding of the importance of confidentiality.
- Commitment to continued professional development.

Desirable

- Full driving licence and ability to travel around Powys.

Recruiting manager: Carolanne Butler
Date: August 2026

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 03/12/2026.

Once submitted we will email you to let you know we've received your application. We will be shortlisting the applications on 07/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 10/12/2026.

We wish you luck with your application.