CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

There are two positions available

Position Title:	**Insight and Evaluation Officer**
Position Number:	**SPP0049**
JE Code:	**HAYICS134**
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 10** **Point 27 to Point 29** **£39,481 to £41,177 per annum** **£20.46 to £21.34 per hour**
Contracted hours:	**37 hours, Permanent**
Reporting to:	**Insight and Evaluation Manager**
Responsible for:	**None**

Summary

About the role:

This is an exciting opportunity to help Powys County Council make best use of evidence, insight, self-assessment and evaluation to improve outcomes for our residents and communities.

The Insight and Evaluation Officers will work across Council services, supporting them to deliver effective strategic business planning, performance, strategic equality planning and monitoring, governance, assurance, and organisational improvement. The role will help ensure that decisions are informed by robust evidence, statutory responsibilities are met, and learning is used to drive continuous improvement.

Working as part of the Business Intelligence and Governance Service, you will provide advice, coaching, constructive challenge and support to help services understand and evaluate their performance, identify their opportunities for improvement, and demonstrate the impact of their work.

The role is focused on enabling high-quality self-assessment, organisational learning and evidence-based decision-making. Rather than undertaking evaluations on behalf of services, you will help services develop the skills, evidence, frameworks and confidence needed to assess their own performance and outcomes.

The postholder will help services understand how their work contributes to the Council's strategic priorities, corporate well-being objectives and statutory responsibilities, including embedding the Sustainable Development Principle and contributing towards the seven Well-being Goals for Wales.

The postholder will play an important role in supporting the Council's responsibilities under the Well-being of Future Generations (Wales) Act 2015, the Local Government and Elections (Wales) Act 2021, the Equality Act 2010, the Public Sector Equality Duty, and any other relevant legislation, wider governance, and assurance requirements.

About you:

We are looking for someone who is naturally curious, analytical, methodical and highly organised.

You enjoy working with information and evidence and are motivated by understanding why things happen, what impact they have and how services can improve. You are comfortable interpreting complex information, identifying key messages and communicating these clearly to a range of audiences.

You will be confident working independently, managing competing priorities and meeting deadlines effectively and consistently. You will be able to alternate between the bigger strategic picture and detailed analysis, ensuring that insight is translated into practical action.

You will build relationships that positively influence others through support, coaching and constructive challenge. You will have a strong sense of personal accountability and be committed to high standards of professional practice.

This role will suit someone who enjoys structured work, governance arrangements, continuous improvement, problem solving and helping others use evidence effectively to improve services and outcomes.

What you will do:

You will support services across the Council to use evidence, insight and self-assessment to understand their performance, identify opportunities for improvement, and demonstrate continuous improvement and impact.

Working as a trusted business partner, you will help managers and teams develop meaningful objectives, measures, actions and approaches that support effective business planning, performance management and service improvement.

You will support services to consider long-term impact, prevention, integration, collaboration and involvement within their business planning, self-assessment and improvement activity, helping to embed the Sustainable Development Principle across the organisation.

You will contribute to key corporate processes including self-assessment, performance reporting, strategic planning, governance assurance, strategic equalities planning and

monitoring, impact assessments, well-being planning, and the Council's responsibilities in supporting the Powys Public Services Board.

Through coaching, challenge and support you will help build organisational capability and strengthen the Council's culture of evidence-based decision-making and continuous improvement.

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. Act as a key contact for allocated service areas, providing advice, coaching, facilitation, ongoing support and constructive challenge to strengthen business planning, performance management, regulatory (audit) activity, assurance, self-assessment and continuous improvement activity.
2. Support services to develop Integrated Business Plans (IBPs) with meaningful objectives, actions, measures and success criteria that demonstrate progress, outcomes and impact, including contributions towards corporate well-being objectives and the Sustainable Development Principle.
3. Support the development, production, monitoring and review of key corporate strategies, plans and reports, including the Council's Corporate and Strategic Equality Plan (CSEP), associated action plans and related performance, equality and improvement reporting.
4. Support services to identify, collect, analyse and interpret quantitative and qualitative evidence from a range of sources, enabling them to assess their own performance, outcomes and impact, and to reflect on both their findings and their use of evidence to identify opportunities for improvement.
5. Support services to understand and apply relevant legislative, regulatory and governance requirements within their planning, delivery and reporting arrangements, including impact assessments.
6. Develop and maintain frameworks, guidance, templates and tools that support consistent approaches to business planning, self-assessment, reporting, quality assurance, regulatory (audit) tracking, and governance assurance across the organisation.
7. Support the Council's Annual Corporate Self-Assessment arrangements and associated assurance processes under the Local Government and Elections (Wales) Act 2021, and the Annual Governance Statement arrangements and associated assurance processes, aligned to the CIPFA/Solace 'Delivering Good Governance in Local Government: Framework', and any subsequent updates or guidance.
8. Assist in the preparation of statutory, strategic, corporate, and equality (Strategic Equality Plan) reporting and monitoring through the collection, analysis and presentation of evidence.
9. Produce high-quality and meaningful reports, presentations, briefings and other outputs that translate complex information into clear, concise and actionable insight for a range of audiences, including, for example, the people and communities of

Powys, Leadership Teams, Cabinet, County Council, Scrutiny Committees, and Governance and Audit Committee.

10. Support the Council's responsibilities relating to the Powys Public Services Board (PSB), contributing to the development, monitoring and review of the Well-Being Assessment, Well-Being Plan, Annual Progress Report, and associated meetings, evidence, reporting and engagement activity as required.
11. Identify, share and help embed best practice across the team and wider Council, including deputising for the Manager to engage with external meetings and national networks to support learning, continuous improvement, and alignment with emerging guidance and policy.
12. Maintain high standards of data quality, information governance, transparency and professional practice, including checking, validating and quality assuring data, evidence and outputs, and actively contribute to improving organisational approaches to insight, assurance and continuous improvement.

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

- **Health and Safety Statement**: To co-operate with their employer and follow health and safety advice and instructions

- **Equalities Statement:** To abide by 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 within local government or the wider public sector.
- Experience of using evidence, information or insight to support decision-making, service improvement or organisational learning.
- Experience of analysing and interpreting quantitative and qualitative information.
- Experience of supporting 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 supporting leaders, managers, teams and stakeholders to improve processes, performance, assurance or outcomes.
- Experience of managing competing priorities and delivering work effectively within agreed deadlines.
- Experience of building positive working relationships with a range of stakeholders.

Desirable

- Experience of supporting self-assessment, performance management, governance or assurance processes.
- Experience of supporting equalities, well-being, impact assessment, or organisational improvement activity.
- Experience of using business intelligence, reporting or data visualisation tools.
- Experience of delivering workshops, training sessions or coaching activities.

Knowledge

Essential

- Understanding of the Well-being of Future Generations (Wales) Act 2015, including the Sustainable Development Principle (Five Ways of Working) and the seven Well-being Goals for Wales.
- Knowledge of the Local Government and Elections (Wales) Act 2021, particularly the performance, self-assessment and governance requirements for local authorities.
- Knowledge of the Equality Act 2010 and Public Sector Equality Duty.
- Strong understanding of Microsoft 365 applications and their use in reporting, analysis, communication, collaboration and service improvement.
- Understanding of evidence-based decision-making, organisational learning and continuous improvement.

- Understanding of performance management, self-assessment, quality assurance and governance assurance principles.
- Understanding 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 local government structures, responsibilities and challenges.
- Understanding of the role of Public Services Boards and well-being planning in Wales.

Qualifications and Training

Essential

- Degree-level qualification or equivalent relevant experience.

Desirable

- Qualification in performance management, research, evaluation, improvement, project management or data analysis.
- Coaching training/qualification.
- Facilitation training/qualification.

Personal Qualities

Essential

- Highly organised and able to plan both long term and ad-hoc to manage competing priorities effectively.
- Curious and motivated to understand performance, outcomes and impact.
- Self-motivated and able to work independently.
- Strong sense of personal accountability and ownership.
- Positive, collaborative and professional approach to work.
- Work openly and constructively with their manager, escalating emerging issues, workload pressures or delays in a timely manner to support effective planning and delivery.
- Commitment to maintaining own skills, continuous learning and professional development.
- Ability to see both the bigger strategic picture and the detailed evidence that underpins it.

Skills

Essential

- Advanced application of Microsoft Word skills, including the production 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 communication of complex information.
- 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.
- 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 write, maintain, and regularly review task plans, standard operating procedures, process documentation, guidance notes and supporting documentation to ensure the team's work is well planned, consistent, accurate, up to date and aligned with statutory, governance and organisational requirements.
- Ability to support services to apply the Sustainable Development Principle and use evidence to demonstrate improvement, impact and contribution towards well-being objectives.
- Strong numeracy and analytical skills, with the ability to analyse, interpret and present quantitative and qualitative information in a clear and meaningful way.
- Strong written communication and report-writing skills.
- Strong verbal communication and presentation skills.
- 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.
- Ability to identify trends, risks, opportunities and areas for improvement.
- Strong stakeholder engagement and relationship management skills.
- Excellent organisational skills with the ability to effectively manage competing priorities and consistently meet deadlines.
- Ability to respond confidently and professionally when giving and receiving robust challenge, working with competing priorities or discussing differing views.

Desirable

- Experience of using Power Apps/Power Automate or other low-code/no-code solutions to improve business processes and reporting solutions.
- Experience of producing accessible reports, executive summaries, and Easy Read materials.
- Workshop facilitation skills.
- Process improvement or continuous improvement techniques.

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 17/12/2026.

Once submitted we will email you to let you know we've received your application. We will be shortlisting the applications on 18/12/2026. 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 05/01/2027.

We wish you luck with your application.