

## JOB SPECIFICATION

### Profile of Position: **Performance Reporting | 2112409**

#### Position Details

Rank	OF3	Org. Unit	Deputy Director Performance	UIN	??
Upper Lower Rank	OF3	Org. Type	??	Exchange With	N/A
Service (Job)	RN/RM Any	TLB	RN	Location	Portsmouth (Whale Island)
Start Date for Position	01 Mar 22	Proposed End Date for Position	Enduring	Workforce Requirement Driving	Note 5
Hiring Status	Active	Position Status	Estabs to complete	Position Type	Estabs to complete
Person Category	FTRS BM to complete	Position Status EIT	Note 7	Service Option	RN
Domain	Note 4	Career Field	Management of Defence	Sub Career Field	Operational Support
Talent Management	Note 12	Tour Length	2 – 3 years	Handover	1 week
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	Hd Performance Insights	Hierarchy Parent 2	DD Performance Group	Hierarchy Parent 3	DNS
Incumbent	gapped	Incumbent Future Availability Date	1 Mar 22	Environment	Military & Civilian
Minimum Medical Standard	MND	Child Positions	Nil on JPA	Preferred Gender	N/A

#### Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
CAPPS	Royal Navy / Royal Marines	01 Mar 22	Enduring
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
Any RN/RM	Any RN/RM	Any RN/RM	

#### Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
Management of Defence	Ops Support	

#### Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

## Unit & Position Role

Unit Function	<p>Deputy Director Performance has a crucial and pivotal role within Navy Command with specific responsibilities for providing a 'shared single version of the truth', of all data relating to performance and delivery. Working within agile, fully empowered teams, the Performance Group is structured into three pillars of Performance Insights, Portfolio Performance and Project Delivery Performance, which collectively deliver the following:</p> <ul style="list-style-type: none"> <li>• <b>Inform strategic decisions and drive progress.</b> Ensure that senior leadership meetings are efficient and cohered with accurate management information to support timely decision making and drive performance and delivery by:</li> <li>• <b>Lead Navy Command in the implementation of Business Intelligence and Analysis</b> Delivering the Navy Command Executive Performance Dashboard to drive a digitised, standardised data suite promoting a "<i>shared single version of the truth</i>" that will enable evidence and data-based decision making at Navy Executive Committee (NEC) and other established Navy Command Governance meetings.</li> <li>• <b>Provide the Secretariat function for the Admiralty Board, Navy Board (NAVB), Navy Executive Committee (NEC) and NEC Focus Group</b></li> <li>• <b>Drive best practice into Portfolio, Programme and Project Delivery.</b> Ensure the Royal Navy Portfolio evolves to reflect any changes in strategic directives and business priorities and lead professionalisation of the Project Delivery function across Navy Command.</li> <li>• <b>Optimise Navy Command Headquarters for productivity.</b> Ensure the strategic headquarters works together efficiently and effectively in line with Royal Navy Strategic Priorities.</li> <li>• <b>Manage Navy Command Headquarters Performance.</b> Ensure the performance of the Navy Command Headquarters is optimised and coherent with the ability to prioritise activity based on validated metrics by:</li> <li>• <b>Initiate and Lead Change across the Navy Command Headquarters.</b> Adapt to change while remaining relevant to our stakeholders. Ensure the Royal Navy Portfolio is prioritised and delivers in line with Royal Navy Strategic Priorities and leading transformation to help the Royal Navy 'fulfil its potential'</li> </ul>
Position Role	<p>Responsible for cohering and coordinating the reporting of Navy Command Performance to Head Office and how the 2* Directorates are supporting NEC objectives.</p> <p>The Performance Reporting Lead will draw on subject matter expertise and insight from across the Performance Group and work collaboratively with 2* sub-portfolio areas to ensure that issues for information and decision are presented accurately and effectively.</p> <p>The postholder will be expected to deputise for the B2 Performance Intelligence Team Leader on occasion. They may also have line management responsibility for up to 1x C2.</p>

## Responsibilities

To lead the delivery of Navy Command & Executive Performance Report, Quarterly and annual Performance & Risk Reviews.
Develop the Navy performance governance framework, linkages to NEC Strategic Backlog and Strategic Benefits.
Set the requirement for Management Information and analytic capability, leading the delivery of Navy Command & Executive Performance Report and owning the Navy Hold To Account process working with the Command Group and 2* Outer Offices.
Deliver briefing material that communicates salient issues concisely and effectively to facilitate decision-making

Actively work with Head Office, other TLBs and delivery agents to identify and implement online performance reporting opportunity.
Work closely with the Performance MI & Tools and Portfolio Performance teams to set the requirement for NCOM MI and analysis
Work in an agile way across the Performance Group leaning in to support priorities as necessary and deputising for B2 Performance Intelligence.
Line Manager to Performance Reporting team, setting direction and providing agile management support, ensuring roles and responsibilities are clearly defined and staff are supported in identifying and progressing KSE needs, rewarding good performance and managing poor performance.

### Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
Security Clearance		SC	

### Pre-Employment Training

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority
Nil					

### Local Considerations

Domestic
Remote working possible for a percentage of the time – access to Secret IT systems fortnightly.
Employer Comments
<p>New post as part of Performance Group reorganisation Spring 22. This is a high profile and very demanding Staff appointment in a busy 2* Directorate. Skilled at multi-tasking and the management of tight deadlines as well as shaping and developing products that are used to inform 2SL, 1SL and Ministers is essential. One of only 4 military roles within the team they will be expected to lean in to provide military acumen to the civilian workforce, supporting outside their core role where necessary. Exceptional oral and written communication skills are essential, ability to succinctly hone the important points for upward communication. Adaptable and innovative in their approach to information sharing, eg using live reporting and dashboards.</p> <p>Training in the following desirable:  Agile Scrum Master  Axelos Management of Portfolios (Practitioner)  Axelos Managing Successful Programmes (Foundation)</p> <p>OJAR Reporting officers, Hd Performance Insights(B1), DD performance group (SCS),</p>