

Person Specification

JOB TITLE: Trading Standards Data/Systems Analyst	POST NO:
GRADE:	DEPARTMENT: Resources
HOURS: 22 hours per week	
DIVISION: Trading Standards Service	DIRECTOR: Annette Joyce
DATE: 7 th November 2017	COMPLETED BY: Peter Gell

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Demonstrable in depth knowledge and understanding of IT systems and databases (A, I) 	<ul style="list-style-type: none"> Knowledge of the structure of local government Good knowledge and understanding of data and Intelligence relating to Trading Standards service delivery (A, I) Good knowledge and understanding of the principles of project management (A, I) Broad knowledge of Data Protection, Freedom of Information and information security (A, I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to work effectively with colleagues across teams and lead on key areas of work (A, I) Ability to work on own initiative to ensure that service objectives are achieved (A, I) Good listening and accurate recording skills (A, I) Ability to plan and organise activities and workloads to meet agreed deadlines and respond effectively to changing priorities (A, I) Excellent written and oral communication skills with an ability to adapt communication style to maximum effect (A, I) Attention to detail and accuracy, particularly when undertaking repetitive tasks (A, I) Excellent, demonstrable IT skills, especially MS Office with an emphasis on Excel and relational databases (A, I) 	
EXPERIENCE	<ul style="list-style-type: none"> Experience in managing and supporting IT related projects within specified timeframes 	<ul style="list-style-type: none"> Experience of working with data in a Regulatory

	(A, I)	Service that includes Trading Standards <ul style="list-style-type: none"> • Experience of analysing data to support management reporting and statistical returns (A, I)
QUALIFICATIONS	Degree level or equivalent.	<ul style="list-style-type: none"> • IT or data related qualification/module • DTS, DCA, DCATS or demonstrable experience of working within a Trading Standards Department
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Have use of a vehicle to travel to office locations across Peterborough, Cambridgeshire, and Rutland as required (A) • The ability and willingness to participate in work duties outside the normal hours of work if circumstances require it (A) • Prepared to undertake training as necessary for the effective implementation of the post requirements (A) 	
EQUALITY	<ul style="list-style-type: none"> • Demonstrable understanding and commitment to the principals underlying equal opportunities (A) 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A) 	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*