

**Person Specification**

|                   |                            |                      |                                                  |
|-------------------|----------------------------|----------------------|--------------------------------------------------|
| <b>JOB TITLE:</b> | Senior Information Analyst | <b>POST NO:</b>      |                                                  |
| <b>GRADE:</b>     | 10                         | <b>DEPARTMENT:</b>   | Business Improvement and Development             |
| <b>HOURS</b>      | 37                         |                      |                                                  |
| <b>DIVISION:</b>  | Business Intelligence      | <b>DIRECTOR:</b>     | Director of Business Improvement and Development |
| <b>DATE:</b>      | 08 March 2021              | <b>COMPLETED BY:</b> | Philip Hammond – Business Intelligence Manager   |

| <b>ATTRIBUTES</b>             | <b>ESSENTIAL CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>DESIRABLE CRITERIA</b>                                                                                                                                                                                                                         |
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| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>• Knowledge and understanding of information systems and databases, built up over a number of years' training and experience or formal IT information management qualification.</li> <li>• Knowledge and understanding of the potential of IT systems in Local Government and / or health care or Police.</li> <li>• Knowledge and experience of using performance information methodologies built up over a number of years experience.</li> <li>• Working knowledge of research methodology and design</li> <li>• Working knowledge of audit and review process methodology.</li> </ul>                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Understanding of responsibilities of Local Government</li> <li>• Knowledge of project management methodologies</li> </ul>                                                                                |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>• Advanced skills in using Analytical tools and standard office software (Google, Access, Excel, PowerPoint, Word), i.e. advanced skills in designing and using complex spreadsheets and databases to collate, analyse and report on data.</li> <li>• Strong coaching skills to assist and give direction to team members and colleagues</li> <li>• Specialist analytical and statistical skills.</li> <li>• Good communication and relationship skills to provide and receive complex information, be persuasive, motivational, negotiating and training skills.</li> <li>• Project management skills to develop and manage complex pieces of work (e.g. large statutory returns) on a team and individual basis where appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>• Familiar with Business objects, SSRS/SSIS, crystal reporting or similar extraction tools</li> <li>• Familiar with Power BI, Qlik, Tableau or similar business Analysis and presentation tools</li> </ul> |

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|                               | <ul style="list-style-type: none"> <li>• Ability to interpret and convey statutory guidance, whilst keeping up to date with developments.</li> <li>• Ability to quickly learn about public sector services, building up specialist knowledge in the field of performance and establishing effective working relationships with operational staff and managers.</li> <li>• Ability to analyse and interpret research findings and make recommendations</li> <li>• Ability to check, reconcile and validate data prepared by self, team members or other sources</li> </ul>                                                                                                                                   |                                                                                                                                                                                                        |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Experience of working autonomously and taking responsibility for delivery of specified objectives</li> <li>• Experience of carrying out statistical analysis (including benchmarking) and providing commentary relevant to the readership, across all organisational levels up to senior management level, and with external stakeholders.</li> <li>• Experience of successfully managing tasks &amp; working with other people to ensure objectives and deadlines are met and quality maintained.</li> <li>• Experience of guiding senior managers to identify and interpret data requirements and propose effective solutions to presenting problems.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in a relevant local government department or public sector body</li> <li>• Change management</li> </ul>                                 |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>• At least 5 years experience in information based work, or relevant higher education qualification (e.g. HND, Degree)</li> <li>• Recognised technical training in statistics, statistical tools or analytical software packages</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Professional qualification Statistics/Computing/ICT/ public sector specific</li> <li>• Management qualification or vocational management training.</li> </ul> |
| <b>PERSONAL CIRCUMSTANCES</b> | Ability to travel between locations in Peterborough, regionally and less frequently nationally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Current clean driving licence and use of a car.                                                                                                                                                        |
| <b>EQUALITY</b>               | Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                        |
| <b>CUSTOMER CARE</b>          | <p>Knowledge and understanding of effective customer care (A &amp; I)</p> <p>Clear understanding of the need to engage with communities and promote good customer relations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                        |

[ 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.]