

Person Specification

JOB TITLE:	Intelligence Lead	POST NO:	
GRADE:	12	DEPARTMENT:	Business Improvement and Development
HOURS	37	DIRECTOR:	Amanda Askham
DIVISION:	Business Intelligence	COMPLETED BY:	Philip Hammond
DATE:	21 May 2021		

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>A thorough understanding of the environment in which local government operates including relevant legislative frameworks</p> <p>Knowledge of local authority data sets</p> <p>Knowledge of performance management and efficiency tools such as LEAN</p> <p>In-depth knowledge of reporting and analytical tools</p> <p>Knowledge of statistical analysis, advanced Excel, database manipulation and reporting.</p> <p>Knowledge and experience of how to effect cultural and behavioural change.</p> <p>Knowledge of the commissioning cycle, needs assessment and demand management and profiling.</p>	
SKILLS & ABILITIES	<p>Think creatively about opportunities to work together, building rapport.</p> <p>Deliver results across team and organisational boundaries.</p> <p>Focus on outcomes and self-motivated.</p> <p>Think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently.</p> <p>Identify areas for improvement to meet the diverse needs of customers and Colleagues.</p>	<p>Skilled in Business objects, SSRS/SSIS, crystal reporting or similar extraction tools</p> <p>Skilled in Power BI, Qlik, Tableau or similar business Analysis and presentation tools</p>

	<p>Challenge poor use of built and natural resources, delivering improvements.</p> <p>Review current practice both in own work and in the work of my team.</p> <p>Identify and deliver best practice</p> <p>Strong communication skills including report writing and presentation skills.</p> <p>Ability to persuade and negotiate to achieve outcomes.</p> <p>Strong and effective interpersonal skills in groups, teams and one-to-one situations.</p> <p>Work effectively and collaboratively with internal and external partners to achieve required outcomes</p> <p>Ability to challenge others constructively and to make informed decisions that if challenged can be substantiated.</p> <p>Ability to exercise sensitivity and clear judgement over organisational issues and developments and to arrive at a balanced view.</p> <p>Ability to understand and analyse complex issues and to offer sound, strategic, professional and managerial advice.</p> <p>Demonstrable ability to learn from experience and to share that learning through future actions to improve service and staff performance</p>	
EXPERIENCE	<p>Proven ability in fostering positive and constructive relationships with internal and external stakeholders</p> <p>Proven ability in statistical analysis, advanced Excel skills, experience of database manipulation and reporting.</p> <p>Experience of preparing meaningful and concise reports and presentations and leading and participating in senior level discussions to achieve desired outcomes</p> <p>Ability to engage in positive dialogue to achieve desired outcomes.</p>	Change management
QUALIFICATIONS	<p>At least 5 years experience in information based work, or relevant higher education qualification (e.g. HND, Degree)</p> <p>Recognised technical training in statistics, statistical tools or analytical software packages</p>	Professional qualification Statistics/Computing/ICT/public sector specific_

		Management qualification or vocational management training.
PERSONAL CIRCUMSTANCES	Ability to travel between locations in Peterborough, regionally and less frequently nationally.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I) Clear understanding of the need to engage with communities and promote good customer relations	

*[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.]*