

Recruitment person specification

Post being recruited for: Senior Information Analyst

Council core competencies

These apply to all posts

These apply to posts with responsibility for managing people or resources

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<ul style="list-style-type: none"> • Efficiency initiatives: Proven track record of designing and delivering data-driven efficiency initiatives • Evidence-based design: Ability to apply strategic design principles and research-led methodologies to create innovative, contemporary solutions • Analytical skills: Commercially and financially astute, with the ability to translate complex data into clear, targeted communications and a variety of formats and spot trends and anomalies that others might miss • Project leadership: Experience managing multi-disciplinary teams and complex projects involving a wide range of stakeholders • Collaboration: Highly collaborative approach, with experience of working effectively across divisional and organisational boundaries to deliver outcomes • Political awareness: Recognising the Council is a public sector organisation requiring diplomacy to deliver organisational objectives whilst navigating regulatory and committee-led frameworks 	<ul style="list-style-type: none"> • Experience managing and developing small teams • Contributing to the strategic design and implementation of major organisational initiatives

Knowledge, skills and understanding	<ul style="list-style-type: none"> • Technical proficiency: Strong experience in data analytics and relevant tools such as Power BI. Structuring data effectively and build visuals that people want to use • Performance management: Deep understanding of performance management within frontline operational services • Continuous improvement: Expertise in applying process improvement and change management methodologies to drive delivery • Problem solving: A proactive interest and drive to improve how we handle and interpret information • Public sector context: Strong working knowledge of current public sector challenges and the ability to adapt to cross-divisional disciplines • Critical thinking: Ability to provide constructive challenge to projects and colleagues to ensure high-quality outcomes 	<ul style="list-style-type: none"> • Strong negotiation and influencing skills used to achieve complex organisational goals working across structural boundaries
Qualifications and training	<ul style="list-style-type: none"> • Educated to degree level (SCQF 9) or possesses equivalent professional experience 	<ul style="list-style-type: none"> • Hold relevant professional qualifications and training, such as Power BI/business intelligence tools, data analytics
Job specific requirements	<p>Given the nature of the services supported, there should be a willingness to work flexibly, including work location and on occasion may include working outside standard hours when required to meet operational needs to deliver projects</p>	