

Person Specification

Position Title	Senior Information Analyst
Division / Section	Corporate Services
Service Area	Strategy and Comms
Responsible To	Change & Delivery Manager

Person Specification

Qualifications, training & professional membership	Undergraduate degree level qualification or above in data analytics, research, business intelligence or equivalent relevant experience. In certain circumstances, other qualifications may be accepted where the post holder can demonstrate extensive relevant experience, and the ability to perform the tasks associated with the post at an acceptable level.	Essential
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The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

PERSONAL TRAITS

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| <ul style="list-style-type: none"> Proven ability to develop and maintain excellent working relationships with key stakeholders. | Essential |
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EXPERIENCE AND KNOWLEDGE

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| <ul style="list-style-type: none"> Experience interpreting, analysing and presenting complex data to enable evidence-based decisions. | Essential |
| <ul style="list-style-type: none"> Knowledge of robust statistical methods and techniques. | Essential |
| <ul style="list-style-type: none"> Experience in the use of Power BI for data analytics and data visualization. | Essential |
| <ul style="list-style-type: none"> Experience of Business Intelligence applications, such as but not limited to Power BI, Excel, Business Objects and SQL Query | Essential |
| <ul style="list-style-type: none"> Experience of data extraction, cleansing and data modeling | Essential |
| <ul style="list-style-type: none"> Experience working with senior managers to ensure complex and accurate data, insight and information is delivered to meet varied customer needs. | Desirable |
| <ul style="list-style-type: none"> Experience working with large and complex datasets. | Essential |
| <ul style="list-style-type: none"> Advanced knowledge of Microsoft Word, Excel and PowerPoint. | Essential |
| <ul style="list-style-type: none"> Experience of working with information of a confidential and sensitive nature, where discretion is required, ideally within a high profile corporate or public organisation. | Desirable |

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| • Experience producing performance reports and data visualisations to monitor progress and evidence achievement. | Essential |
| • Experience working across an organisation to improve performance measurement and the collection, reporting and use of data. | Desirable |
| • Experience of Power BI administration and Power BI Gateway functions | Desirable |
| • Knowledge and/or broad understanding of Data Lakes, Warehouses and Marts | Desirable |

SKILLS AND/OR ABILITIES

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| • Ability to use expert judgement and creativity to analyse, interpret and present complex data. | Essential |
| • Ability to analyse complex data sets, develop potential solutions to issues, draw conclusions and present findings in accessible ways to inform strategic decision making. | Essential |
| • Ability to extract, cleanse and model data in preparation for an analysis and visualization. | Essential |
| • Advanced skills in the use of BI applications for data analytics including data extraction, modelling, analysis, visualization and publishing | Essential |
| • Ability to use of Business Intelligence applications, such as, but not limited to Power Bi, Excel, Business Objects and SQL Query | Essential |
| • Advance abilities in the use of Microsoft Excel | Desirable |
| • Ability to use the Power BI Admin and Gateway functions and processes | Desirable |
| • Ability to work well under pressure, autonomously and to tight deadlines. | Essential |
| • Ability to make decisions in relation to the use and interpretation of specific data, strategic insight/recommendations and presentation style/method of delivery. | Desirable |
| • Ability to plan, manage and deliver complex projects and assignments. | Desirable |
| • Strong influencing skills. | Desirable |
| • Interpersonal, oral and written skills, with experience of formal report writing. | Desirable |
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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

Customer focused

- manages complex customer/client relationships
- ensures regular contact with customers/client is maintained until problems are resolved
- consults on service provision and uses feedback to implement service improvements
- develops and reviews quality standards for service delivery
- manages customer/client expectation and conflicting need

Works Effectively with others	• builds and maintains constructive working relationships with other teams and groups • encourages equality and diversity in the workplace • treats people at all levels of the organisation with respect and values their abilities and contribution • tackles difficult issues of harassment, victimisation and racism in the workplace • facilitates open discussions and resolves conflicting views • creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas
Managing change	• helps others to understand and address their concerns about change • proactively sells and champions change programmes to others • manages major conflict which could prevent changes being implemented • asks incisive questions to open up creative thinking and fresh ideas • assesses the impact of change and puts measures in place to minimise risk • plans the communication of change to explain what is different and what is the same
Taking Ownership and Responsibility	• creates a sense of urgency about a situation when deadlines are slipping • ensures actions which are down to others take place as necessary and/ or expected • takes advantage of opportunities to influence future events • commits to own continuous improvement • is prepared to go beyond what appears to be required in the interests of the organisation • motivates individuals and groups to be proactive even when meeting resistance • keeps promises and honours commitments
Communicating Effectively	• chairs meetings and facilitates groups effectively • conveys difficult messages and gains acceptance • diffuses conflict in a constructive non-threatening manner • presents information in a persuasive and convincing manner • asserts own opinions and expertise in tough situations • is highly self-aware and sociable, buoyant and positive when communicating with others

Planning and Decision Making	• goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect • balances strict technical interpretation of issues with the need for practical solutions • makes decisions that take account of multiple stakeholders • properly considers departmental cost and resource implications when making judgements • makes tough or unpopular decisions when required • anticipates future trends/issues and amends plans accordingly
Leading Others	• motivates and drives teams to achieve departmental objectives • stimulates challenge and constructive debate within the team • spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities • ensures constructive review takes place rather than apportioning blame • leads without interfering, steps back and trusts people • reinforces acceptable behaviours and values of the Council • takes equal responsibility for the team's successes and failures
Managing Performance and Developing Others	• holds managers accountable for their own and team performance • encourages suggestions from managers/people to improve systems and processes • ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change • actively encourages and helps managers/people realise their potential and career aspirations • sets team objectives and instils desire to exceed targets • ensures key measures are in place including efficiency and where appropriate productivity
Political Sensitivity	• recognises department/Council wide constraints - what is or is not possible in different circumstances • uses departmental/Council wide relationships to get things done • accepts that the political decision-making process of the Council will influence the department • demonstrates awareness of political and community issues relating to local government