

PERSON SPECIFICATION

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| Post | Data Analyst – Maternity Cover – Fixed term – 1 Year |
| Reporting to | Head of APSE performance networks |
| Grade | Sc5 – SO2 (SCP 12 - 28) |
| Post Purpose | To provide data and statistical analysis, assistance with research projects, coordinate data audits and prepare information ready for the creation of reports. |

| ATTRIBUTES | ESSENTIAL | E | D | ID |
|----------------------------|---|----------|----------|-----------|
| RELEVANT EXPERIENCE | Experience of data analysis | X | | A, T & I |
| | Advanced use of MS Excel | X | | A, T & I |
| | Basic knowledge of using SQL | X | | A & I |
| | Experience of using Power BI | | X | A |
| | Experience of developing and maintaining reporting systems to produce statistical reports | X | | A, T & I |
| | Experience of working within local government or a public sector organisation | | X | A & I |
| | Experience of working with people from a range of disciplines | X | | A & I |
| | Ability to use Microsoft Office programs to a high level | X | | A, T & I |

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|---------------------------------------|--|---|---|----------|
| QUALIFICATIONS & TRAINING | Committed to personal development and continuous learning | X | | A |
| | Educated to degree level or equivalent professional qualification in a relevant subject area | | X | A |
| SPECIAL KNOWLEDGE & SKILLS | Ability to clearly present information in written and oral format | X | | A, T & I |
| | Technically minded, able to quickly learn new IT systems and processes | X | | A, & I |
| | Ability to analyse data using IT programmes, possess good accuracy skills and an eye for detail to enable the production of high quality analysis. | X | | A, T & I |
| | A self-motivated, customer focused and performance orientated team player | X | | A & I |
| | Excellent communication skills and able to present information well in both written and oral formats to people at all levels. | X | | A & I |
| | Ability to work under pressure, meet tight deadlines and manage multiple priorities | X | | A & I |
| | Ability to work on projects with minimal supervision | X | | A & I |
| | Willingness and ability to adapt to change | X | | A & I |
| | Ability to use own initiative | | X | A & I |

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| | To be politically sensitive and aware and demonstrate commitment to APSE's policies and core values | | X | I |
| OTHER | Willingness to undertake some travelling and working outside normal working hours, for which appropriate compensation will be provided | X | | I |
| | Commitment to the achievement of equality of opportunity in all aspects of employment, training and customer care activities | X | | I |

| ID | How identified | Requirements | | |
|----|------------------|--------------|-----------|--------|
| | | | Type | Number |
| A | Application Form | | | |
| I | Interview | E | Essential | 17 |
| T | Test | D | Desirable | 5 |

DJ / LA Feb 2025