



Person specification			
Post title	Intelligence Officer – Education	Grade	Pay Band J / SCP 26-28
Service Area	Policy and Performance	Section/team	Performance and Business Intelligence

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Experience of establishing and maintaining systems for the collection and interpretation of large, complex data sets.	Essential	A/ I
S2	Experience of using reporting and analysis tools such as Power BI, Business Objects, SSRS, SQL to extract information from databases.	Essential	A/ I
S3	Able to challenge and interrogate data, developing quality assurance processes.	Essential	A/ I
S4	Ability to produce and present accurate, clear and concise reports and management information.	Essential	A/ I/ E
S5	Experience of completing and quality assuring statistical returns.	Desirable	A/ I
S6	Ability to effectively use appropriate computer applications including databases, spreadsheets and survey analysis software to manage data.	Essential	A/ I
S7	Experience of working with Education data	Desirable	A/ I
S8	Ability to work both as part of a team engaged in multiple projects with tight timescales and be self-sufficient.	Essential	A/ I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A

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P3	A demonstrable willingness to share information and work with other people.	Essential	A
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A
Communication			
C1	Excellent interpersonal skills and a proven ability to work with multiple services and agencies in various locations	Essential	A/ I
C2	Ability to present information, including complex data sets, to various audiences.	Essential	A/ I
Qualifications			
Q1	A good standard of general education and experience of working within a similar role.	Essential	A
Health and safety			
H1	Ability to use equipment as instructed and trained	Essential	A
H2	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
11/2/20	Liam Griffiths	Principal Manager

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**

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- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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