

Person Specification

Adult Education Budget Policy and Data Officer

Part A:

The following criteria (experience, skills and qualifications) will be used to short list at the application stage.

Essential:

1. Experience and knowledge of the Adult Education Budget
2. Experience undertaking policy analysis across the Adult Education skills sector.
3. Experience in developing policy research projects.
4. Experience of designing and undertaking high quality data analysis to inform policy development
5. Excellent writing skills and the ability to present complex issues for a range of audiences.
6. Understanding of data quality issues and techniques with ability to gather data from multiple sources in multiple formats and interpret accurately.
7. Capacity to solve problems and innovate when existing methods or techniques are not effective.
8. Understanding of the national policy context impacting on local government.
9. Track record of developing policy options and advising senior colleagues and / or politicians.
10. Ability to develop and maintain effective relationships with colleagues, partners and stakeholders.
11. Ability to manage projects to deadlines and within agreed budgets.
12. A clear commitment to continued professional development.

Part B

The following criteria will be explored further at interview stage:

- Knowledge of the Adult Education Budget and the wider adult skills sector.
- Ability to operate effectively in a politically-led organisation.
- Communication Skills.
- Ability to contribute effectively to development of policy in a complex organisation.
- Approach to interpreting, analysing and making recommendations in relation to areas of policy and complex issues.
- Approach to analysing information and forming recommendations.
- Approach to working with stakeholders.
- Approach to problem solving and decision-making.
- Ability to work collectively as part of a team.
- Approach to prioritising and managing workload.