



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Performance and Information Support Officer

**GRADE:** Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Relevant work based qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Relevant degree</li> <li>Appropriate professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificate</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of service improvement and performance management</li> <li>Experience a range of data at local and national levels</li> <li>Experience of working in teams to deliver complex projects</li> <li>Experience of partnership working</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data at local and national levels in an Education, crime/ justice, Childcare, Adults, or Public Health discipline</li> <li>Experience of political sensitivity</li> <li>Experience of project management</li> <li>Experience of using Business Objects software</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Assessment activity</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Good understanding of local and national data</li> <li>Excellent all round communication, with good written and verbal skills</li> <li>Good IT skills to quickly and efficiently use a wide range of common Office software including Word, Excel, PowerPoint and Project</li> <li>Able to judge complex situations and assess when to escalate issues</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Local Government context</li> <li>Understanding of the Public Health agenda</li> <li>Understanding of entire Children, Adults and Families agenda</li> <li>Knowledge of data protection, confidentiality and related issues</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Assessment activity</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Flexible, reliable and well organised self-starter with a planned and structured approach to project delivery in order to manage several work streams simultaneously</li> <li>High performing and motivated team player with the determination and focus to drive projects through to implementation and exceed customer expectations</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to organise workload, prioritise competing demands and work to deadlines</li> <li>• Able to maintain confidentiality and security</li> <li>• Able to engage and motivate a wide range of client groups</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> <li>• Committed to ongoing professional development and learning</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Prepared to work out of normal office hours as required</li> <li>• Baseline Security Clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Basic check</li> </ul>