**DATA AND INFORMATION ASSISTANT**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Excellent literacy and numeracy  Training qualification e.g. PTTLS or relevant experience | AF/I |
| **WORK EXPERIENCE** | Experience of:   * Working with data and information * Using databases and recording systems * Data analysis and interpretation using a range of techniques. | AF/AC/I  AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Computerised data and information systems e.g. PM, IRS, CFRMIS and FSEC, MIS and GIS. * Relevant legislation e.g. FOI, DPA.   Ability to:   * Present data and information, identifying trends. * Prepare and produce comprehensive reports, presenting complex information in an accessible way. * Demonstrate effective time management to work to conflicting priorities, meet deadlines and targets. * Demonstrate effective IT skills, showing knowledge of a range of IT systems. * Communicate effectively both verbally and in writing. * Work effectively as part of a team or independently. * Demonstrate effective organisational skills. * Input data and information accurately * Demonstrate attention to detail * Ensure confidentiality of data and information * Deliver training to small groups of people on data systems and processes   Demonstrate commitment to safe working principles and practices associated with Health and Safety.  Demonstrate commitment to the principles of Diversity and Equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Ability to attend meetings outside normal working hours as and when required, both locally and nationally  Ability to meet the transport requirements of the post.  Must be able to work to a flexible working scheme, which may include some weekends/evenings | AF/I  AF/I  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates