



South Tyneside Council

BUSINESS AND RESOURCES

PERSON SPECIFICATION

POST TITLE: Performance and Information Support Officer

GRADE: Band 6

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

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