

Person Specification Business Analyst

Part A

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

Essential

- Strong analytical skills with the ability to collect, organise and analyse large amounts of data with accuracy.
- Excellent problem-solving skills and the ability to apply creative thinking to find effective solutions
- Demonstrable ability to evaluate and modify processes and procedures with the aim of driving improvements
- Strong written skills, with experience of writing reports, guidance or briefings.
- Ability to visualise data in an engaging and meaningful way to a wide range of stakeholders
- Good working knowledge of electronic case management systems and management information systems
- Able to work on own initiative and as part of a team and with a wide range of technical and non-technical stakeholders at all levels
- Sound knowledge of issues relating to confidentiality, information security and data protection
- Advanced working knowledge of the MS Office suite, including Excel.
- Experience of data extraction tools or techniques such as using programming language (e.g. SQL, R)

Desirable

- Good working knowledge of electronic case management systems and management information systems within an adult/children social care or education setting
- Understanding of current and general Social Care or education issues

Part B

The following criteria will be further explored at the interview stage:

- Communication and interpersonal skills
- Experience of using ICT systems in an adult/children Social Care or education setting
- Attention to detail and strong focus on accuracy
- The ability to solve work related problems effectively
- Ability to prioritise workload and to manage competing deadlines
- Ability to work as part of a team with a wide range of people at all levels
- Willingness to undertake further training as required, with a positive approach to self-development
- Committed to equalities within the Informatics and Insights Team

Additional Requirements

- Flexible approach to work, location, duties and hours