**PERSON SPECIFICATION – Data & Performance Analyst (Performance Support Worker)**

|  |  |
| --- | --- |
| **Job title** | Performance Support Worker |

|  |
| --- |
| **Personal Effectiveness (Including Behavioural Competencies)** |
| **Essential**   * Attention to detail * Proven experience of working within a commercially driven environment * Able to analyse data in order to provide information and enquiry. * A professional and organised approach as well as the ability to prioritise effectively, whilst managing expectations of customers and providing an excellent service * Customer focused. * Able to work under own initiative and identify potential * Teamwork.   **Desirable**   * Able to identify and implement improvements to reporting and MI methodologies |

|  |
| --- |
| **Technical Effectiveness (Including Skills and Knowledge)** |
| **Essential**   * Driving Data quality up, including highlighting, mitigating and effectively reporting data gaps * Strong MS Office skills, especially Excel * Risk Management - within own functional area/s. * Data & Performance – experience in managing complex data requirements and presenting in simple and accessible formats. Experience of databases, mandatory data uploads, data quality management & data visualisation usage (rather than reports) * Performance & data challenge and improvement (driving Action-based intelligence) * Ability to work independently, accurately and at pace.   **Desirable**   * Applications / systems expertise. * Commercial experience utilising performance data for business decisions |

|  |
| --- |
| **Acquired Experience and Qualifications** |
| **Experience:** **Essential**   * Demonstrable experience of data entry, improving data quality and data accuracy   **Experience: Desirable**   * Experience within a not for profit organisation. * Experience within the Health and Social Care sector.   **Qualifications: Desirable**   * Graduate. |

|  |
| --- |
| **Other Requirements** |
| * May be required to travel across the country and stay over on occasion |