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