

Person Specification

Post title	Team Leader Business Intelligence	Grade	H
Department	Transformation - Policy and Performance	Post ref	API1200

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3
	Assessment
Seeing the big picture	Application Form / Interview
Changing and improving	Application Form / Interview
Leading and communicating	Application Form / Interview
Delivering value for money	Application Form / Interview
Collaborating and partnering	Application Form / Interview

Skills	Essential / Desirable	Assessment
Ability to develop appropriate performance frameworks with experience of working across organisations.	Essential	Application Form / Interview
Ability to forge strong working relationships with a wide range of stakeholders at all levels to provide effective advice and with a view to constantly improving performance and data management, co-create solutions and lead on the delivery of initiatives.	Essential	Application Form / Interview
Ability to demonstrate effective communication skills, negotiate with and influence Members and officers at all levels of the organisation and partnerships.	Essential	Application Form / Interview
Able to work on own initiative, be self-motivated and plan, prioritise and deliver diverse workloads to tight deadlines, with ability to work and deliver under pressure.	Essential	Application Form / Interview
Ability to effectively communicate orally and in writing complex information in an engaging way to a wide range of people from a variety of professional backgrounds, service users, elected members and external partners and agencies	Essential	Application Form / Interview
Advanced data analysis/statistical skills to collect, analyse, interpret and report on a wide range of performance data, including large datasets and complex information	Essential	Application Form / Interview
Effective stakeholder management and engagement, including conflict resolution	Essential	Application Form / Interview

Highly developed problem-solving and analytical (numerical and non-numerical) skills	Essential	Application Form / Interview / Test
--	-----------	-------------------------------------

Knowledge	Essential / Desirable	Assessment
Strong knowledge of local and national strategies, policies and legislation relevant to performance and data analysis and data modelling	Essential	Application Form / Interview
Understanding of the value of and ability to work together across public, private and voluntary sectors in sharing best practice and building networks to ensure opportunities for partnership working are established	Essential	Application Form / Interview
Extensive use of business intelligence techniques and tools to support intelligence led decisions.	Essential	Application Form / Interview
A sound knowledge of relevant ICT systems and how they relate to the development of significant data intelligence systems and tools and delivery of performance measures and analysis.	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Significant experience of delivering business intelligence solutions that promote continuous service improvement.	Essential	Application Form / Interview
Significant experience of using analytical methods to provide analysis and overview of services with a view to support and improve service delivery	Essential	Application Form / Interview
Experience of taking responsibility for identified work areas taking them to completion on time and ensuring others contribute.	Essential	Application Form / Interview
Demonstrable track record of devising, implementing, maintaining and developing successful performance management systems.	Essential	Application Form / Interview
Experienced in the co-ordination, collation, analysis and reporting of complex information from numerous sources to diverse audiences	Essential	Application Form / Interview
Significant experience of delivering large scale business intelligence and data management projects in a complex organisation, including responding to fast changing and high-profile priorities.	Essential	Application Form / Interview
Track record of achieving results and demonstrable impact in delivering significant, complex change through effective performance management.	Essential	Application Form / Interview
Experience of undertaking consultation and engagement exercises with residents and service users	Desirable	Application Form / Interview
Experience of leading, managing and developing a team	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Degree or Level 5 plus significant experience in relevant discipline	Essential	Certificate
Advanced powerbi accreditation and annual renewal (CPD)	Essential	Certificate
Project Management formal qualification	Desirable	Certificate
Data Improvement Techniques	Desirable	Certificate

Additional information / other requirements of the post
• The postholder is eligible for casual car user allowance. • The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. • The employee may be required to work out of normal working hours / attend evening meetings as part of their role.

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Date produced / last amended
October 2024