

Person Specification

Post title	Performance and Data Analyst	Grade	E
Department	Operations - Neighbourhood Services, Environment	Post ref	AWE2020

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, learning and improving	Application Form / Interview
Communicating	Application Form / Interview
Team working	Application Form / Interview
Delivering value for money and quality services	Application Form / Interview

Skills	Essential / Desirable	Assessment
Able to provide effective advice, demonstrate effective communication skills and negotiate with and influence a diverse range of customers including Elected Members, managers, partners and staff.	Essential	Application Form / Interview
High standard of presentational skills in respect of written, graphical, and statistical information.	Essential	Application Form / Interview
Track record of delivering results and demonstrable impact in delivering results in transformation and change.	Essential	Application Form / Interview
High level of computer literacy, including spreadsheets, GIS and presentational software including Power BI, particularly in the use of statistical analysis and performance reporting.	Essential	Application Form / Interview
Recognise the importance of team working to the overall success of the team and able to work flexibly as a fully contributing member of the team.	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Understanding the value of and ability to work together across public, private and voluntary sectors in delivering service.	Essential	Application Form / Interview
Strong understanding and awareness of issues and policies affecting the improvement of public realm services, and the most effective use of data and information.	Essential	Application Form / Interview
Understanding of and commitment to equality and diversity and the effective use of information to support this.	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Experience of researching, identifying and translating operational service improvements in line with Whitespace or similar operational systems.	Essential	Application Form / Interview
Significant experience in the sourcing, analysing and interpretation of a range of datasets.	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
Sound ability and experience in the organisation and analysis of numerical and non-numerical information in order to develop concise and understandable reports and presentations.	Essential	Application Form / Interview
Track record of delivering results and demonstrable impact through effective project management.	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Degree level in relevant subject matter or Level 4 with significant experience.	Essential	Application Form / Certificate
Project management qualification.	Desirable	Application Form / Certificate
Power BI qualification.	Desirable	Application Form / Certificate

Additional information / other requirements of the post
<ul style="list-style-type: none"> 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
<p>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.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>

Date produced / last amended
January 2026