

Person Specification

Job Title	Quality Improvement Officer
Grade	Scale 6
Service/Section	Quality Improvement Service
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
GCSE English and Maths or experience of demonstrating ability at this level.	E
Use of computer systems for data management and performance measuring.	E
Skills and Abilities	
Ability to set up, develop and maintain information systems and collate data.	D
The ability to identify, analyse and solve problems within the service and present information clearly and effectively.	E
Ability to engage and motivate individuals and teams in meeting performance objectives.	D
Ability to make full use of IT systems, and to work with minimum supervision and according to service objectives and performance targets.	D
Ability to work on own initiative, to prioritise workload and plan workload accordingly.	D
Experience	
Competent use of English and the ability to provide an accurate minute of meetings.	E
Ability to follow guidelines and procedures, work under pressure and meet tight deadlines.	D
Knowledge of social care legislation desirable.	D

Ability to ensure compliance with the Data Protection Act and respect confidentiality in the handling of sensitive information.	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E