

Person Specification



Job Title	Integrated Enforcement - Business Intelligence Analyst
Grade	PO1
Service/Section	Data, Intelligence and Information Hub
Directorate	Housing & Safer Communities (CS&EH)

Method of Assessment: AF= Application Form T = Test P = Presentation
I = Interview

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

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
1. Knowledge of the legal framework in which different datasets must be managed.	I	E
Skills and Abilities		
2. Advanced user of data management, analysis tools, statistical testing.	AF/I/T	E
3. Excellent written and oral communication skills with ability to report on and present complex analytical content to different audiences/clients.	AF/I/T	E
4. Ability to be creative when using data to develop a range of analytical products.	I/T/P	D
5 Ability to work as part of a team, sharing knowledge, information and priorities.	I	E
6. Ability to initiate and prioritise own work, meeting tight deadlines.	I	E
Experience		
7. Experience and understanding of using and interrogating multiple datasets for analysis and performance monitoring.	AF/I/T	E
8. Experience of using Geographical Information Systems for analysis.	A/I/T	E

9. Experience of working with partner services in a multi-agency environment (preferably within a community safety-related setting).	I	D
10. Experience of designing, developing and maintaining databases.	I	D
Equal Opportunities		
11. Demonstrable understanding of the issue of equal opportunities in relation to community safety and a strong commitment to the council's policy on valuing diversity and equality of opportunity.	AF/I	E
12. Demonstrable understanding of the Council's values.	AF/I	E