**PERSONS SPECIFICATION**

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| **JOB TITLE :** | **Intelligence Assistant** |
| **DEPARTMENT :** | **Corporate Services : Risk and Performance** |
| **GRADE :**  | **E** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **HOW MEASURED** |
| **EXPERIENCE / KNOWLEDGE** |  |  |  |
| * Experience of working in a large complex organisation
 | **✓** |  | A,R |
| * Working and delivering to deadlines in a high pressure environment
 | **✓** |  | A,I |
| * Experience of participating in meetings on work related issues
 | **✓** |  | A,I |
| * Experience of communicating complex and technical information in an easily understood format
 | **✓** |  | I,T |
| * Experience of working in an organisation with both uniformed / non uniformed employees (D)
 |  | **✓** | A,R |
| * Working knowledge and understanding of Local Government and the issues facing it (D)
 |  | **✓** | A,I |
| * Knowledge of process improvement techniques (D)
 |  | **✓** | A,I |
| **SKILLS / COMPETENCE** |  |  |  |
| * Ability to develop realistic practical strategies to deliver pieces of work
 | **✓** |  | I,T |
| * Critical thinking: ability to analyse, evaluate & interpret information and form conclusions
 | **✓** |  | I,T |
| * Deliver work to a high quality and of a professional nature to predetermined timescales
 | **✓** |  | I,T,R |
| * Excellent oral and written communication skills
 | **✓** |  | I,T |
| * Excellent presentation skills
 | **✓** |  | I,T |
| * Ability to convey information in form of high quality written reports
 | **✓** |  | I,T |
| * Excellent numeracy skills with an attention to detail
 | **✓** |  | I,T |
| * Methodical and logical approach to work
 | **✓** |  | I,A,T |
| * Well developed IT and analytical skills
 | **✓** |  | I,A,T |
| * Excellent Excel skills
 | **✓** |  | I,T |
| * Political awareness (D)
 |  | **✓** | I,A |
| **EDUCATION / TRAINING** |  |  |  |
| * Good standard of general education including GCSE (or equivalent) in English and Mathematics
 | **✓** |  | A,P |
| * Relevant professional / vocational qualification or degree (or equivalent) (D)
 |  | **✓** | A,P |
| **PERSONAL ATTRIBUTES** |  |  |  |
| * Personal demeanour and credibility which inspires confidence and motivates colleagues
 | **✓** |  | I,R |
| * Team worker
 | **✓** |  | I,R |
| * Self-motivated and enthusiastic
 | **✓** |  | I,R |
| * Ability to accept and adapt to change in a positive manner
 | **✓** |  | I,A |
| * Resilient
 | **✓** |  | I,A |
| * Prepared to work flexibly
 | **✓** |  | I,A |
| **OTHER RELEVANT (JOB SPECIFIC) POINTS** |  |  |  |
| * Good health and attendance record
 | **✓** |  | R |
| * Ability to meet the services medical requirements
 | **✓** |  | M |
| * To possess a full current driving licence (D)
 |  | **✓** | A |

*A= Application, T= Test, I = Interview, R= Reference, P= Proof (certificates etc), M= Medical*