Newcastle City Council

Person Specification
Business Analyst

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
- Good working knowledge of electronic case management systems and management information systems
- Experience of data extraction tools or techniques such as using programming language (e.g. SQL, R)
- Knowledge and understanding of how business processes can be improved
- Experience of preparation and development of business/service plans and useful performance reports
- Able to deliver required outputs within timescale and budget, and with a strong focus on accuracy
- Excellent problem-solving skills and the ability to apply creative thinking to find effective solutions
- Able to work on own initiative and as part of a team and with a wide range of people at all levels
- Sound knowledge of issues relating to information security and data protection
- High level of IT literacy

Desirable
- Good working knowledge of electronic case management systems and management information systems within an adult/children social care or education setting
- Understanding of current and general Social Care or education issues

Part B
The following criteria will be further explored at the interview stage:
- Communication and interpersonal skills
- Experience of using ICT systems in an adult/children Social Care or education setting
- Attention to detail and strong focus on accuracy
- The ability to solve work related problems effectively
- Ability to prioritise workload and to manage competing deadlines
- Ability to work as part of a team with a wide range of people at all levels
- Willingness to undertake further training as required, with a positive approach to self-development
- Committed to equalities within the Informatics and Insights Team

Additional Requirements
- Flexible approach to work, location, duties and hours