

Person Specification

AEB Analyst

Part A:

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

Essential:

1. Knowledge of Adult Education needs in the North of Tyne region.
2. Experience of designing and undertaking high quality data analysis
3. Excellent writing skills and the ability to present complex issues for a range of audiences.
4. Experience of communicating findings and insights effectively to wide range of audiences, including to inform programme design and development within the Combined Authority.
5. Evidence or detailed understanding of working effectively within a 'political' environment, providing clear, balanced advice and guidance.
6. Ability to gather data from multiple sources and in multiple formats.
7. Understanding of data quality issues and techniques for resolving common quality issues.
8. Capacity to solve problems and innovate when existing methods or techniques are not effective.
9. Ability to build and maintain effective working relationships with colleagues, partners and stakeholders and work as part of a team.
10. A clear commitment to continued professional development.
11. Ability to manage projects to deadlines and within agreed budgets.

Part B

The following criteria will be explored further at interview stage:

- Knowledge of the Adult Education sector.
- Ability to operate effectively in a politically-led organisation.
- Communication Skills
- Approach to analysing information and forming recommendations
- Approach to working with stakeholders
- Approach to problem solving
- Ability to work collectively as part of a team
- Approach to prioritisation and managing workload.
- Effective problem solving and decision-making skills.