

**TEES VALLEY COMBINED AUTHORITY**

# PERSON SPECIFICATION

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| **Post Title:** Business Intelligence & Analytics Officer |  |

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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | Degree in a relevant disciple or equivalent experience |  | Application |
| **Experience and knowledge** | Experience of working effectively within an analytics environment, engaging with a range of stakeholders, and providing clear, balanced advice and guidance to ensure good outcomes.  Track record of communicating effectively to a wide range of audiences both internally and externally to achieve corporate and service objectives.  Knowledge and experience of key applications relating to the post, including Microsoft Power BI, SQL, and Excel.  High level of computer / digital literacy. | Good understanding of analytics and statistical modelling methods  Experience of working with data from Adult Education, Local Government or other public sector bodies  Experience of working with the Microsoft Common Data Service  Experience of working with data from Adult Education, Local Government or other public sector bodies  Experience of working with the Microsoft Common Data Service  Knowledge of best practice in Data Visualisation | Application and Interview |
| **Personal Attributes** | Solid organisational and time-management skills | Flexible approach to work  The ability to solve problems logically  High personal standards and self-discipline in working to tight deadlines  The ability to work as an effective member of a team  High attention to detail | Application and Interview |