Person Specification
Gateway Data, Funding and
Compliance Officer

Newcastle City Council

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

Essential
• Excellent numeracy skills and the ability to present data in a range of formats to different audiences
• Good working knowledge of ICT, including Excel, Access and Word, PowerPoint, internet and electronic communications
• Excellent communication and presentation skills
• Experience working in data management
• Experience of using ICT systems for data collection, analysis and dissemination of information
• Attention to detail
• Ability to work to tight deadlines and to manage a varied workload
• Ability to work as part of a team or on own initiative and with a wide range of people
• In-depth knowledge of compliance for all funding streams to include
    o AEB/Apprenticeships/Community Learning/Traineeships and Study Programmes
• Extensive funding knowledge in the following areas:
    o AEB/Apprenticeships/Community Learning/Traineeships and Study Programmes

Desirable
• Understanding of statistics
• Understanding of the need for and implications of information sharing with other services, agencies and organisations, including data protection issues
• Experience of similar work
• Experience training others
• Experience of working in partnership, within and across organisational boundaries.

Part B

The following criteria will be further explored at the interview stage:
• The essential criteria from Part A (above)
• Data manipulation using ICT (Microsoft Excel)
• Accuracy and attention to detail