Person Specification
Performance and Data 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

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