

Person Specification

Policy and Data Officer - Skills

Part A

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

Essential

1. Experience and knowledge of the Adult Education Budget
2. Experience undertaking policy analysis across the Adult Education skills sector.
3. Experience in developing policy research projects.
4. Experience of designing and undertaking high quality data analysis to inform policy development
5. Excellent writing skills and the ability to present complex issues for a range of audiences.
6. Understanding of data quality issues and techniques with ability to gather data from multiple sources in multiple formats and interpret accurately.
7. Capacity to solve problems and innovate when existing methods or techniques are not effective.
8. Understanding of the national policy context impacting on local government.
9. Track record of developing policy options and advising senior colleagues and / or politicians.
10. Ability to develop and maintain effective relationships with colleagues, partners and stakeholders.
11. Ability to manage projects to deadlines and within agreed budgets.
12. A clear commitment to continued professional development.

What we look for: The North of Tyne Combined Authority are a diverse organisation. We don't need you to have a degree because we welcome the different life experiences our team bring to work. We don't need you to have physical 'abilities' because we support each other. We prefer variety in our work and our colleagues. We anticipate you'll have caring responsibilities of some kind, that you'll value your independence and our flexibility and you'll want to care more about how we change lives than anything else.

Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at the interview stage:

- Knowledge of the Adult Education Budget and the wider adult skills sector.
- Ability to operate effectively in a politically-led organisation.

- Ability to contribute effectively to development of policy in a complex organisation.
- Approach to interpreting, analysing and making recommendations in relation to areas of policy and complex issues.
- Approach to analysing information and forming recommendations.
- Communication Skills and approach to working with stakeholders.
- Approach to problem solving and decision-making.
- Ability to work collectively as part of a team.
- Approach to prioritising and managing workload.