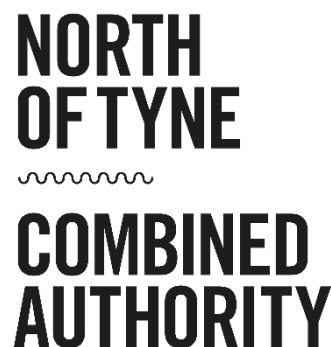


Person Specification

Performance and Data Officer



Part A

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

Essential

1. Excellent numeracy skills and the ability to present data in a range of formats to different audiences
2. Good working knowledge of ICT, including Excel, and Word, PowerPoint, internet and electronic communications
3. Excellent communication and presentation skills
4. Experience working in data management
5. Experience of using ICT systems for data collection, analysis and dissemination of information
6. Attention to detail – able to minute and produce accurate notes from meetings
7. Ability to work to tight deadlines and to manage a varied workload
8. Ability to work as part of a team or on own initiative and with a wide range of people
9. Experience of working in partnership, within and across organisational boundaries.

Desirable

10. Understanding of data returns required by the Department for Education
11. Understanding of the need for and implications of information sharing with other services, agencies and organisations, including data protection issues

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

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