Person Specification

Post: Information & Performance Analyst

Attributes	Essential	Desirable	Method of Assessment
Qualifications & Experience:	GCSE or equivalent in Maths and English	Degree in Mathematics, computing or other discipline with a large numeracy component.	Application
	Experience in working with performance information and the preparation of analytical reports.	At least one year's experience in Information management with the NHS or Independent Health Sector Or at least two years' experience using a Patient Administration System	Application/Test
Knowledge:	Preparation of regular performance reports to external and internal users on a tight timescale to a high standard of accuracy and reliability.	Expert understanding of monthly statutory returns i.e. 18 Weeks RTT, Referrals and Friends and Family	Application/Interview/Test
	Knowledge of Data Protection legislation and Information Governance.		Application/Interview
Skills:	Skilled user of office software and particularly spreadsheet functions.	Proficient with advance techniques of data spreadsheet analysis e.g. pivot tables, complex formulas & macros	Interview / Test
	Perform complex data processing, which requires data interpretation	Knowledge of regression analysis or other types of statistical analysis.	Application/Interview

	Ability to use initiative and decision-making.		Application/Interview
	Confident IT and computer user with a familiarity with a range of software packages and web functions.		Application/Interview
	Ability to co-ordinate and produce work to deadlines in routine and pressurised situations.	Ability to use lateral thinking for complex problem solving.	Application/Interview
	Able to analyse, interpret and report information.	Ability to demonstrate a high standard of verbal and written communications skills to a wide range of stakeholders.	Application/Interview
Other:	Flexible approach to work.		Application/Interview
	Supportive of staff and colleagues.		Application/Interview
	Proven self-development.		Application/Interview
	Ability to present a professional image.		Application/Interview