



Job Title: Information Analyst

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Providing a professional service with a significant level of autonomy ▪ Using a range of analytical methods to gain insight from complex data ▪ Apply your coding skills to access and manipulate large volumes of data from a variety of sources as well as identifying data inconsistencies and ensuring data quality ▪ Experience in some of the following: <ul style="list-style-type: none"> - statistical analysis and reporting - data science - intelligence analysis - data management - performance measurement and reporting 	<ul style="list-style-type: none"> ▪ Developing data standards and definitions ▪ Official statistics production
Education, Qualifications & Training	<ul style="list-style-type: none"> ▪ Educated to Degree level with a significant numeric component. ▪ Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> ▪ Intelligence Analysis qualification
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Advanced data, statistical and analytical skills ▪ Experienced user of statistical, query and data management software for ETL and reporting purposes (e.g. SAS, SPSS, SQL, DAX, R, Python) ▪ Previous use of business Intelligence tools (e.g. PowerBI, Tableaux, IBM I2) ▪ Excellent data management and manipulation skills ▪ Understanding of data quality issues and validation techniques. 	<ul style="list-style-type: none"> ▪ Azure data catalog ▪ GIS Software ▪ Research experience ▪ Knowledge of relevant national data sources including open data ▪ Public Sector / social care experience ▪ Code of Practice for Official Statistics

Key Performance Outcomes	Essential	Desirable
Effective Communication	<ul style="list-style-type: none"> ▪ Articulate and positive communicator on a 1-1 basis and in larger groups; ▪ Ability to express complex ideas clearly and concisely and to adapt communication to suit different audiences. 	
Impact and Influence	<ul style="list-style-type: none"> ▪ Demonstrates ability to influence at all levels; ▪ Ability to give realistic advice, based on relevant, up to date and verifiable information; ▪ Evidence of building positive relationships, engaging and collaborating effectively with others internally and externally. 	
Improvement Focus	<ul style="list-style-type: none"> ▪ Identifies gaps in performance and makes appropriate suggestions for improvements; ▪ Aware of trends and changes and maintains professional knowledge and skills; ▪ Uses knowledge and experience to gather and consolidate information in order to make appropriate changes and improvements. 	
Objective Decision Making	<ul style="list-style-type: none"> ▪ Demonstrates analytical and systematic approach to problem solving; ▪ Ability to make appropriate and realistic judgments, based on professional expertise, relevant, up to date and verifiable information; ▪ Ability to analyse complex information. 	
Planning and Organising	<ul style="list-style-type: none"> ▪ Involves others where appropriate and optimises resources to achieve desired results; ▪ Regularly reviews joint goals and targets and reprioritises where necessary; ▪ Recognises the need to be flexible in order to meet changing priorities. 	
Team Working	<ul style="list-style-type: none"> ▪ Contributes to and supports the work and decisions of the team; 	

	<ul style="list-style-type: none">▪ Contributes to the shared vision and purpose and shares this effectively;▪ Works collaboratively with a wide range of teams across the Care Inspectorate.	
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Please note – these are key performance outcomes to be used to recruit into the role.