



**Job Title: Safe Staffing Project Researcher**

Attributes	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Working with and reporting on statistical data.</li> <li>▪ Data quality.</li> <li>▪ Data management.</li> <li>▪ Knowledge of and experience in using the Care Inspectorate's ICT systems and in particular in an operational context.</li> <li>▪ Performance reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with external/internal contacts at all levels.</li> <li>▪ Experience of working within the social care sector.</li> </ul>
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to HNC level or equivalent.</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills, in particular must be an experienced user of excel to an advanced level, including the use of functions, and pivot tables Experienced in working with data to produce accurate, meaningful and well-presented tables and charts of data.</li> <li>▪ Effective written and oral communicator.</li> <li>▪ Well developed interpersonal skills.</li> <li>▪ Good literacy skills.</li> <li>▪ Understanding of data quality issues and validation techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of macros and Vlookup</li> <li>• Experience with Power BI or similar dashboard tools</li> </ul>

Key Performance Outcomes	Essential	Desirable
<b>Effective Communication</b>	<ul style="list-style-type: none"> <li>▪ Articulate and positive communicator on a 1-1 basis and in larger groups.</li> <li>▪ Ability to express ideas clearly and concisely and to adapt communication to suit different audiences.</li> <li>▪ Portrays a positive image of the Care Inspectorate when communicating both inside the organisation and externally.</li> <li>▪ Selects appropriate communication, style and methods depending on the needs and abilities of the audience.</li> <li>▪ Listens actively to people, questions and checks understanding.</li> </ul>	
<b>Impact and Influence</b>	<ul style="list-style-type: none"> <li>▪ Ability to give realistic advice, based on relevant, up to date and verifiable information</li> <li>▪ Evidence of building positive relationships, engaging and collaborating effectively with others internally and externally</li> </ul>	
<b>Improvement Focus</b>	<ul style="list-style-type: none"> <li>▪ Identifies gaps in performance and makes appropriate suggestions for improvements.</li> <li>▪ Uses knowledge and experience to gather and consolidate information in order to make appropriate changes and improvements.</li> </ul>	
<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"> <li>▪ Involves others where appropriate and optimises resources to achieve desired results.</li> <li>▪ Regularly reviews joint goals and targets and reprioritises where necessary.</li> <li>▪ Recognises the need to be flexible in order to meet changing priorities.</li> <li>▪ Uses a systematic approach to make efficient use of time and manage workload.</li> </ul>	
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates a flexible, positive approach to work.</li> <li>▪ Listens to feedback and ideas from people and takes appropriate and considered action.</li> <li>▪ Adapts well to change, adjusting priorities as required.</li> <li>▪ Understand where a flexible approach is required.</li> </ul>	
<b>Team Working</b>	<ul style="list-style-type: none"> <li>▪ Contributes to and supports the work and decisions of the team.</li> <li>▪ Contributes to the shared vision and purpose and shares this effectively.</li> <li>▪ Works collaboratively with a wide range of teams across the Care Inspectorate.</li> </ul>	

<b>Personal Accountability and Responsibility</b>	<ul style="list-style-type: none"><li>▪ Takes responsibility for decisions and actions taken.</li><li>▪ Maintains a high standard of work and actively seeks out continuous improvement.</li><li>▪ Demonstrates initiative within own area of expertise.</li><li>▪ Takes responsibility for identifying and addressing areas of personal and professional development.</li></ul>	
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**Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Performance Development Review System once established in the role.**