

**Job Title: Strategic Data Officer**

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| **Attributes** | **Essential** | | **Desirable** | | |
| **Experience** | * Working with and reporting on statistical data. * Data quality. * Data management. * Performance reporting. * Experience of working with external/internal contacts at all levels | | * Experience of working within the social care sector. * Experience of working with confidential and sensitive data. * Knowledge of and experience in using the Care Inspectorate’s ICT systems (especially in a strategic context)**.** | | |
| **Education, Qualifications & Training** | * Educated to HNC level or equivalent. | |  | | |
| **Skills & Knowledge** | * Competent and experienced in the use of MS office packages, particularly in the use of excel and word. * Experienced in working with data to produce accurate, meaningful and well-presented tables and charts of data. * Effective written and oral communicator. * Well-developed interpersonal skills. * Good literacy skills. * Understanding of data quality issues | | * Experience in the use of excel functions such as lookup formulas and pivot tables. * Experience of sampling and survey design | | |
| **Key Performance Outcomes** | | **Essential** | | **Desirable** |
| **Effective Communication** | | * + Articulate and positive communicator on a 1-1 basis and in larger groups of all levels both within and external to the organisation.   + Ability to express ideas clearly and concisely and to adapt communication to suit different audiences. * Portrays a positive image of the Care Inspectorate when communicating both inside the organisation and externally. * Selects appropriate communication, style and methods depending on the needs and abilities of the audience. * Listens actively to people, questions and checks understanding. | |  |
| **Impact and**  **Influence** | | * + 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** | | * + Identifies gaps in performance and makes appropriate suggestions for improvements.   + Uses knowledge and experience to gather and consolidate information in order to make appropriate changes and improvements.   + The ability and willingness to learn new skills quickly. | |  |
| **Planning & Organising** | | * + The ability to manage workloads under pressure to tight deadlines.   + The ability to work autonomously with the minimum of supervision   + 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. | |  |
| **Flexibility** | | * Demonstrates a flexible, positive approach to work. * Listens to feedback and ideas from people and takes appropriate and considered action. * Adapts quickly in a fast-paced environment, adjusting priorities as required. * Understand where a flexible approach is required. | |  |
| **Team Working** | | * + Contributes to and supports the work and decisions of the team.   + Contributes to the shared vision and purpose and shares this effectively.   + Works collaboratively with a wide range of teams across the Care Inspectorate and external agencies. | |  |
| **Personal Accountability and Responsibility** | | * + Takes responsibility for decisions and actions taken.   + Maintains a high standard of work and actively seeks out continuous improvement.   + Demonstrates initiative within own area of expertise. * Takes responsibility for identifying and addressing areas of personal and professional development. | |  |

**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.**