**PERSON SPECIFICATION – Data Analysis (Power Bi)**

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| **QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| A minimum of 3 years managing business applications experience | X |  | Documents/Application Form |
| General education to a good GCSE standard to include English and Maths | x |  | Documents/Application Form |
| **EXPERIENCE** |  |  |  |
| A minimum of 2 years Management Information experience, creating reports for all levels of Management Structure using Power BI, SQL Server and Microsoft Fabric, SSRS | **X** |  | Application Form/Interview |
| Experience of working collaboratively with internal and external stakeholders at all levels | X |  | Application Form/Interview |
| Experience of running Microsoft 365 and related applications | X |  | Application Form/Interview |
| Excellent interpersonal and negotiation skills, with the ability and confidence to generate and build effective relationships. | X |  | Application Form/Interview |
| The ability to lead, manage and develop change and work with department teams through inspirational and positive leadership | X |  | Application Form/Interview |
| Experience of working with Senior Management | X |  | Application Form/Interview |
| Experience of change management within digital |  | X |  |
| Experience of working with a third-party support provider | X |  | Application Form/Interview |
| **KNOWLEDGE** |  |  |  |
| Planning, collating, analysing data for external and internal monitoring requirements. | **X** |  | Application Form/Test |
| Awareness of corporate and regulatory legislation and compliance. | X |  | Application Form/Test |
| Knowledge of quality assurance to ensure a specified standard of excellence when producing and distributing management information. | x |  | Application Form/Test |
| Knowledge of Management Information Reporting | X |  | Application Form/Test |
| **SKILLS** |  |  |  |
| Ability to prioritise workload effectively to meet deadlines and deal with conflicting demands | X |  | Application Form/ Interview |
| Excellent interpersonal and negotiation skills | X |  | Application Form/ Interview |
| High degree of confidentiality and able to deal with sensitive issues | X |  | Application Form/ Interview |
| Excellent organisational and planning skills | X |  | Application Form/ Interview |
| Excellent leadership skills | X |  | Application Form/ Interview |
| Excellent written and verbal communication skills | X |  | Application Form/ Interview |
| Good judgement & decision-making skills | X |  | Application Form/ Interview |
| Fluent Welsh speaker |  | X | Application Form/ Interview |
| **PERSONAL QUALITIES** |  |  |  |
| Flexible and adaptable approach to work, colleagues, and customers | X |  | Interview |
| Ability to establish and maintain effective relationships at all levels | X |  | Interview |
| Attention to detail | X |  | Interview |
| Determined and self-motivated | X |  | Interview |
| Commitment to customer service | X |  | Interview |
| Innovative and creative | X |  | Interview |
| Ability to work in a team and independently | X |  | Interview |
| Ability to remain calm when under pressure | X |  | Interview |
| ADDITIONAL REQUIREMENTS |  |  |  |
| Committed to Equal Opportunities & Diversity and demonstrates acceptance and respect in understanding different people, their diverse needs, culture, and lifestyle | X |  | Interview |
| Committed to CPD and willing to learn and undertake training as required | X |  | Interview |
| Possess a valid full driving license for a car and have the use of a car each working day | X |  | Interview |
| Be able to work some weekends and evenings when required | X |  | Interview |