



Data Analytics & Digital Support Officer - Person Specification

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS AND / OR KNOWLEDGE	<p>Degree in business information systems, computer science, information management, mathematics, statistics or related technical field, or equivalent.</p> <p>Expert Microsoft Office skills, including Power BI, SharePoint, Power Automate and Excel.</p>	<p>Knowledge of the NHS / healthcare environment.</p>	<p>Application form and pre-employment checks.</p>
EXPERIENCE	<p>Experience in and developing digital reports for multiple stakeholders.</p> <p>Proficient in use of a range of reporting and analytics software.</p>	<p>Understanding of data protection legislation.</p>	<p>Application form and pre-employment checks.</p>
APTITUDE AND ABILITIES	<p>Strong analytical and problem-solving skills, using leading edge tools and techniques.</p> <p>Able to question, challenge and interpret various forms of data.</p> <p>Able to finish tasks accurately and to tight deadlines, sometimes under high pressure.</p> <p>Strong communication, teamwork and collaboration with others.</p>	<p>Interest in development of Microsoft 365 Power Tools.</p> <p>An accomplished problem-solver who focuses on the deliverables and can rise to meet any challenge.</p>	<p>Interview / Test</p>



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<p>VALUES</p>	<p>Aligned to Accelerate’s Mission and Vision.</p> <p>Displays a willingness to learn, taking responsibility for own development and accepting constructive feedback to learn from others.</p> <p>Sees and treats others with dignity and respect.</p> <p>Shows an awareness of how our own behaviour impacts on others and the reputation of the organisation.</p> <p>Seeks opportunities for improvement through curiosity, creativity and innovation.</p>	<p>Understanding of what it means to be a social enterprise.</p>	<p>Application form / interview / references</p>
<p>OTHER</p>	<p>Highly committed and self-motivated.</p> <p>Able to work collaboratively and build relationships effectively.</p> <p>Energy, resilience & reliability to work to deadlines.</p> <p>Ability to apply creative thought to develop effective and innovative solutions.</p>		