

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

|                   |                                 |                               |                                 |
|-------------------|---------------------------------|-------------------------------|---------------------------------|
| <b>Post Title</b> | Advanced Workforce BI – Analyst | <b>Directorate/Department</b> | TDW Directorate, Workforce Team |
|-------------------|---------------------------------|-------------------------------|---------------------------------|

### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

|                     |  |
|---------------------|--|
| <b>Interview</b>    | These criteria will be assessed during an interview, should you be shortlisted.  |
| <b>Application</b>  | These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored. |
| <b>Presentation</b> | During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.          |

### Physical requirements of the post

| Requirements   | Assessment Method | Essential | Desirable |
|--|-------------------|-----------|-----------|
| Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act). |                   | X         |           |

### Qualifications / training required

| Requirements   | Assessment Method | Essential | Desirable |
|--|-------------------|-----------|-----------|
| Educated to masters level in a numerate discipline or able to demonstrate an equivalent level of knowledge, skills and experience within a health informatics environment e.g. at senior analyst/principal analyst level |                   | X         |           |
| Continuing development of knowledge and expertise within field   |                   | X         |           |
| Healthcare workforce, information, analytics, data science or computing background.  |                   |           | X         |
| Evidence of continuing professional education in a relevant discipline, such as Healthcare, workforce data, intelligence, planning, management   |                   |           | X         |

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| Previous or relevant experience necessary  |                   |           |           |
|--|-------------------|-----------|-----------|
| Requirements   | Assessment Method | Essential | Desirable |
| Able to demonstrate the use of software to create new tools and resources.   |                   | X         |           |
| Able to demonstrate the use of software to process raw data, create complex reports and provide information outputs  |                   | X         |           |
| Experience and expertise in information management and delivery  |                   | X         |           |
| Knowledge of NHS workforce based data, staff information or administration systems (eg. ESR, electronic rostering systems) and operational reporting requirements                  |                   | X         |           |
| Project management and implementation experience   |                   | X         |           |
| Demonstrable use of Management Information Systems and associated reporting tools at an advanced level   |                   | X         |           |
| Able to demonstrate extensive experience of information analysis and reporting   |                   | X         |           |
| Adaptation, creation, and implementation of policy and procedures within information setting   |                   | X         |           |
| PC computing environment including the use of desktop software at an advanced level  |                   | X         |           |
| Expertise and experience in dealing with identifiable data and commercially sensitive data.  |                   | X         |           |
| Experience of leading service delivery to meet set timescales and deadlines  |                   | X         |           |
| Experience within the subject area of healthcare mandatory reporting and data intelligence for all staffing groups with awareness of workforce pathways and environmental factors. |                   |           | X         |
| Experience within the subject area of workforce planning, forecasting, activity based staff management   |                   |           | X         |

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|  |                          |                  |                  |
|--|--------------------------|------------------|------------------|
| and knowledge of NHS acute sector operational requirements   |                          |                  |                  |
| Has used corporate or industry standard software to extract, transform and load data from different systems or sources.          |                          |                  | X                |
| In depth specialist experience working as an analyst or analytics lead within a healthcare intelligence or reporting environment |                          |                  | X                |
| Reporting using SQL and SQL based tools on relational databases  |                          |                  | X                |
| Experience of using or creating benchmarking / comparative analysis.   |                          |                  | X                |
| Experience of training people how to use software / systems / information  |                          |                  | X                |
| Experience of information management and delivery within the acute hospital sector   |                          |                  | X                |
| Experience with using national NHS datasets.   |                          |                  | X                |
| Has produced or interpreted advanced data visualisations within a professional capacity.   |                          |                  | X                |
| Team and staff management at team head level or above  |                          |                  | X                |
| <b>Aptitudes and skills required</b>   |                          |                  |                  |
| <b>Requirements</b>  | <b>Assessment Method</b> | <b>Essential</b> | <b>Desirable</b> |
| Good planning, analytical, administrative and numerate abilities   |                          | X                |                  |
| Demonstrates attention to detail and accuracy.   |                          | X                |                  |
| Good written and verbal communication, articulate.   |                          | X                |                  |
| Able to think logically, with good negotiating and influencing skills  |                          | X                |                  |
| Able to assimilate information, summarise and convey this appropriately to a range of audiences                                  |                          | X                |                  |
| Good organisation skills   |                          | X                |                  |
| Good interpersonal skills  |                          | X                |                  |

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|  |                           |                  |                  |
|--|---------------------------|------------------|------------------|
| Able to combine routine and ad-hoc tasks on a daily basis.   |                           | X                |                  |
| Able to manage and prioritise own workload and that of others  |                           | X                |                  |
| Works autonomously and also effectively as part of a team  |                           | X                |                  |
| Able to cope with pressure and stressful situations associated with a deadline orientated post   |                           | X                |                  |
| Patient, dependable, personally motivated  |                           | X                |                  |
| Possesses leadership qualities and can demonstrate diplomacy at work   |                           | X                |                  |
| Uses own initiative and is able to work independently – comfortable with level of freedom to act associated with post  |                           | X                |                  |
| <b>Special requirements of the post</b>  |                           |                  |                  |
| <b>Requirements</b>  | <b>Assessment Method</b>  | <b>Essential</b> | <b>Desirable</b> |
| May occasionally have to work irregular hours to meet deadlines  |                           | X                |                  |
| Will be required to undertake off site travel for training or meetings   |                           | X                |                  |
| Post holder will need to be flexible and adaptable to carry out role successfully  |                           | X                |                  |
| <b>Values and behaviours</b>   |                           |                  |                  |
| <b>Requirements</b>  | <b>Assessment Method</b>  | <b>Essential</b> | <b>Desirable</b> |
| Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul> | Application and Interview | X                |                  |