

Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Research and Innovation Data Officer

Department/Division: Research and Innovation

Accountable to: Research and Innovation Systems Manager

Competency	Criteria	E/D
Knowledge and Experience	Well-developed IT skills, including a good understanding of using Excel for data analysis.	E
	Proven ability to analyse complex datasets, identify trends and inconsistencies, and draw meaningful insights to support decision-making.	E
	Experience of creating engaging and effective data visualisations using tools like Tableau. Ability to transform complex datasets into visually appealing and easily understandable charts, graphs, and dashboards.	E
	A sound understanding of the qualities of good data. Evidence of developing and implementing measures to monitor, maintain and improve data quality.	E
	Commitment to maintaining high standards of data quality and integrity, implementing best practices for data management and governance.	E
	Familiarity with relevant UK and EU legislation relating to data protection and freedom of information and the ability to assess compliance with such legislation and make recommendations as appropriate.	E
	Eagerness to stay updated on emerging trends, tools, and techniques in data management, analytics, and governance through self-directed learning and professional development opportunities.	E
	Experience of creating and or/maintaining documentation to support good data governance, e.g., data catalogue, data definitions, change logs.	D
Communication	Ability to understand and convey (in both written and oral form) technical and complex information, including numerical data, in a clear and effective manner to staff at all levels with varying degrees of interest and skills.	E
	Ability to ascertain what users already know to determine the appropriate level of detail required in the response.	E

	<p>Ability to communicate effectively and confidently at all levels and to different audiences – understanding their needs and motivations and providing a positive first impression and excellent customer experience.</p> <p>A high level of discretion in dealing with personal records and confidential information.</p> <p>Ability to develop guidelines and resource materials using the most appropriate medium.</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	Ability to build and maintain effective working relationships with people at all levels, internally and externally.	E
Teamwork and Motivation	<p>Proven ability to work effectively in a team environment, proactivity contributing to the team and collaborating with colleagues across departments to achieve common goals.</p> <p>Proven ability to work on own initiative.</p> <p>Ability to act as a data and system champion, encouraging users to engage with business systems and enabling a culture of data-quality and integrity amongst users.</p> <p>Demonstrable experience in proactively contributing to the improvement of systems and processes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Planning and Organising Resources	<p>Ability to manage multiple projects simultaneously, prioritise tasks, and meet deadlines effectively.</p> <p>Ability to manage own workload and communicate potential conflicts to senior managers.</p>	<p>E</p> <p>E</p>
Service Delivery	<p>Pro-active approach, self-motivated and enthusiastic with high levels of initiative and commitment to achieving results.</p> <p>A keen ability to understand and explore the needs of users and make suggestions and recommendations to meet their needs.</p> <p>The ability and confidence to provide expert advice and guidance about the division's data assets.</p> <p>Excellent interpersonal skills, including the ability to tailor communication styles according to customer.</p> <p>Evidence of attention to detail and accuracy.</p> <p>Respect for confidentiality, information security and high data quality.</p> <p>Demonstrable service led, customer focused approach to work.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Analysis and Research	Capacity to evaluate data sources, methodologies and outcomes critically, ensuring sound analytical processes and interpretations.	E

	<p>Ability to source or collect quantitative and qualitative data, analyse and provide recommendations for action.</p> <p>Experience creating and running scheduled and ad-hoc reports to support operations and management decision making.</p> <p>Thoroughness in data analysis, ensuring accuracy and reliability of reports and visualisations.</p>	<p>E</p> <p>E</p> <p>E</p>
Team Development	Skilled in developing and delivering systems training and associated documentation.	E
Initiative and Problem Solving	<p>Capability to troubleshoot data-related issues, propose effective solutions, and adapt to changing requirements.</p> <p>Readiness to adapt to evolving technologies, methodologies, and organisational requirements in the field of data management and analytics.</p>	<p>E</p> <p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.