Data Quality and Insight Analyst

Person Specification

What are we looking for?		How will we check it?
Experience	• 2yrs of data entry into Information Technology systems using a variety of computer data bases	Application/Interview
	• Experience working in a data driven environment	Application/Interview
	• Experience working on large datasets	Application
Knowledge and Skills	• Strong analytical and critical thinking skills, with a naturally inquisitive approach to problem-solving and a commitment to organisational improvement • Strong Microsoft Excel skills and the ability to manipulate and interrogate large datasets	Application/Interview
	• Ability to express yourself clearly (written and verbal) and communicate effectively with stakeholders across the business • An eye for detail and accuracy and ability to identify errors or inconsistencies in data	Application/Interview
	• Understanding of data analysis and data modelling	Assessment/Interview
	• Work with other parts of the business to understand how the data and requirements all fit together	Interview

What are we looking for?		How will we check it?
Competencies	• **Achieving results and quality focus** – you work hard to meet objectives and deliver all your work accurately and in line with Newlon Gold and other performance standards	Application/Assessment/ Interview
	• **Judgement and Decision making** - you use your experience to protect the interest of the organisation in relation to 30yr business plan and performance measures	Application/Assessment/ Interview
	• **Financial/Numeric Awareness** – you are able to enter numerical data accurately and carry out complex calculations and checks with an eye for detail	Application/Assessment/ Interview
	• **Customer focus** - you demonstrate a high level of customer care by working to achieve the Trust Newlon standards	Application/Assessment/ Interview
	• **Communication** – you listen and make sure you understand requests. You communicate clearly and accurately and in a respectful, empathetic and upbeat manner whether you are writing or speaking	Application/Assessment/ Interview
	• **Working with others** – you develop good working relationships with team members, others in the organisation and external suppliers and collaborate with them to deliver an excellent service	Application/Assessment/ Interview
	• **Planning and organising** – you prioritise your workload according to agreed procedures and work systematically through tasks to meet agreed deadlines	Application/Assessment/ Interview