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**PERSON SPECIFICATION**

**Data and Analytics Technical Analyst**

**Afc Band 7**

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| **Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.  **Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria. |

| **Requirement** | **Essential** | **Desirable** |
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| EXPERIENCE | Significant experience of business and technical analysis. including requirements gathering and documentation.  Experience of translating business requirements into technical requirements.  Experience of data profiling and data quality principles.  Experience of facilitation and influencing skills and ability of working with people at all levels.  Ability to act as a sounding board for customers and provide evidence based and rational recommendations.  Excellent communication skills (written and verbal) with ability to communicate with internal and external customers with technical and non-technical backgrounds.  Successful delivery against project plans and milestones. | Experience in Logical Data Warehouse concepts.  Experience in business intelligence and data domain.  Experience of the full project lifecycle and a good understanding of project roles / activities required for successful delivery.  Experience of digital delivery (such as agile and DevOps). |
| QUALIFICATIONS | Educated to degree level or equivalent in a relevant discipline. | BCS/ISEB Qualification in Business Analysis.  Agile certifications as Scrum Master and/or Product Owner.  ITIL Service Management certification is highly desirable. |
| TRAINING | Evidence of continuing professional/personal development.  Proficient with core MS Office applications (Word, Excel, Powerpoint, Visio).  Proficient in use of collaborative working tools (for example Miro, Teams, DevOps, Trello). | Relevant BA and qualifications/courses |
| PERSONAL QUALITIES | Integrity.  Customer focussed.  Attention to detail.  Works well within a team environment, sharing own findings and willing to learn from others.    Self-motivated, with a natural curiosity and enthusiasm to solve problems.  Takes responsibility and accountability for own workload.  Good time management skills and ability to work under pressure.  Excellent verbal and written communication skills, including the ability to simplify and communicate complexity.  Well-developed interpersonal skills, able to apply a tactful and diplomatic approach.  Flexible and able to deal with conflicting demands.  Focus on continuous improvement. | Track record of mentoring and supporting other team members. |
| GENERAL | A good understanding of the theory and practice of business intelligence and analytics, and how it can be used to make real differences to the health and wellbeing of the people of Scotland.  Good understanding of current state and future trends in business intelligence and analytics, and proven track record of keeping up with this fast moving discipline. | Knowledge of the Scottish Government’s strategic objectives for health and wellbeing, and the NHS Scotland Digital Health and Social Care Strategy.    Understanding NSS and its role within the Scottish Health Service and its widening remit in the Scottish public sector.    Knowledge of health care and social care issues in Scotland. |