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| **SCOTLAND EXCEL****PERSON SPECIFICATION****POST: Lead Commercial Analyst** **LOCATION: Renfrewshire House****POST ID:**  |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EDUCATION/****QUALIFICATION** | Educated to degree level or equivalent qualification /experience. | Degree, preferably in a business-related discipline.Project and/or process management qualification.Membership of a relevant professional body. | CV / covering letter / Interview  |
| **RELEVANT EXPERIENCE** | Experience of solving complex business problems and translating these into a clear strategy and plan.Significant experience analysing large datasets to deliver change projects. Relevant commercial analysis experience. | Experience of developing and presenting accurate and informative reports based on analysis of all relevant management information. | CV / covering letter / Interview  |
| **SPECIAL KNOWLEDGE & SKILLS** | Knowledge and experience of the implementation of software applications used to optimise large datasets.Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment.Skilled in Microsoft Office applications and relevant software systems.Proven and effective communication skills, experience coordinating multi-disciplinary teams to deliver process improvement initiatives. | Knowledge and understanding of Scotland Excel’s structure, vision and values and governance arrangements.Knowledge and understanding of the public sector landscape. | CV / covering letter / Interview  |
| **PERSONAL FEATURES/****QUALITIES** | Effective problem solver, experienced in recommending proactive solutions to emerging risks.Ability to translate complex data from multiple sources to inform decision making.Highly numerate with an ability to interpret complex data. | Proven ability to deliver innovative ways of working to drive consistency and automation. | CV / covering letter / Interview |
| **CUSTOMER** **SERVICE EXPERIENCE** | Experience of customer service delivery. | Experience of customer service delivery in a local authority setting | CV / covering letter / Interview |