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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 |