

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	Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment. Knowledge of Scotland Excel governance procedures, policy, systems and processes. Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information.	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

	<p>Proven and effective communication skills, experience coordinating multi-disciplinary teams to deliver process improvement initiatives.</p>		
PERSONAL FEATURES/ QUALITIES	<p>Effective problem solver, experienced in recommending proactive solutions to emerging procurement risks.</p> <p>Ability to translate complex data from multiple sources to inform decision making.</p> <p>Proven ability to deliver innovative ways of working to drive consistency and , automation.</p> <p>Proven ability to plan, organise, persuade, challenge, negotiate, influence and communicate effectively.</p> <p>Highly numerate with an ability to interpret financial data</p>		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