

### Person Specification

<b>Job Title:</b>	Data and Performance Analyst
<b>Service:</b>	Coram-i
<b>Reporting to:</b>	ASG Data Lead, Children's and Social Care Secretariat, Coram-i
<b>Salary Range:</b>	£28 to 30K depending on experience
<b>Work Pattern</b>	35 hours per week
<b>Contract Type</b>	Full time, permanent

#### Qualifications

- Educated to degree level or with relevant experience.

#### Knowledge, Skills & Experience

- Experience of data collection, and of recording and reporting complex data and information, preferably within a charity or public sector context.
- Confident user of Microsoft Office, especially Word and Excel, including good spreadsheet skills (formulas, VLOOKUPS, pivot tables and data manipulation), with the ability to summarise and organise data effectively.
- Experience of using Python to automate processes
- Highly numerate with excellent attention to detail and an understanding of data protection legislation.
- Excellent written, verbal and listening communication skills, with the ability to communicate technical and specialist information clearly and precisely in a way that a non-specialist can understand.
- Good planning and organisational skills, with the ability to prioritise workloads within a flexible and collaborative team environment, completing work by set deadlines and to a high standard.
- Self-motivated and enthusiastic, with the eagerness and ability to learn a new, complex area of work.
- Knowledge of data on looked after children, adoption and special guardianship would be desirable.

## Behaviours and Values

- Evidenced interest in, and commitment to, the best outcomes for children and young people, including knowledge and understanding of looked after children, adoption and special guardianship would be desirable.
- Demonstrable commitment and proactive approach to own personal development, in employment and service delivery, and issues relating to equality, diversity and inclusion.