

PERSON SPECIFICATION – INTELLIGENCE OFFICER

Essential/ Highly Desirable/Desirable

Person specification (E = essential, HD = highly desirable, D = desirable)

Knowledge/Experience

Educated to degree level	E
Experience of analysing qualitative data and identifying themes and trends	E
Experience of creating impactful reports and presentations	E
Knowledge of health and social care landscape in Surrey	D
Experience of working in a complex system and using patient/public insight to influence change	D

Skills and Abilities

Excellent attention to detail	E
Excellent written and verbal communication	E
Excellent succinct and well-structured writing style	E
Able to manage competing demands on time from multiple people/sources	E
Well-developed IT skills & experience of IT systems	E
Confident using Microsoft Excel	E
Ability to read and process a large amount of insight to identify themes	E
Ability to research multiple sources of insight to come up with findings	E
Ability to carry out qualitative analysis	E
Ability to present in meetings	E
Ability to read Board papers, understand strategies	E
Ability to work under pressure and to tight deadlines	E
Active interest in health and social care issues	HD
Desire to improve services based on feedback from service users and the public	E

Personal Qualities

Enthusiastic and approachable	E
Self-motivated	E
Confident	E
Enjoys working as part of a team	E
Demonstrable interest in health and social care services	E
Flexible	E

Values

Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E