Person Specification

**Senior Research & Intelligence Worker**

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|  | Essential | Desirable | Verification Method I = InterviewA = Application Form |
| Education & Training |  |  |  |
| Relevant vocational qualification to level 5 or equivalent  | P |  | A |
| Research associated qualification or extensive work experience  | **P** |  | **A** |
| Mental Health awareness training  |  | **P** | **A** |
| Skills/Competencies  |  |  |  |
| Strong communication and interpersonal, partnership and networking skills | **P** |  | **A & I** |
| Skilled in analysing data to produce clear, accurate and concise briefing documents and reports | **P** |  | **A & I** |
| Self-motivated, ability to problem solve and work proactively on confidential matters, prioritising your own workload, with excellent planning and organisational skills and an ability to meet deadlines whilst retaining accuracy and discretion | **P** |  | **A & I** |
| Excellent computer literacy skills and ability to use a range of tools to gather feedback and present findings | **P** |  | **A & I** |
| Excellent written, listening and verbal communication skills with a good level of numeracy, accuracy and attention to detail and good proof-reading skills | **P** |  | **A & I** |
| Ability to have a flexible and creative approach to involving and consulting with people and be able to lead discussions, develop and facilitate groups | **P** |  | **A & I** |
| Experience |  |  |  |
| Significant experience of successfully working in a similar role supporting health and wellbeing | **P** |  | **A** |
| Experience in leading and managing a team with differing priorities  |  | **P** | **A** |
| Experience of conducting research  | **P** |  | **A**  |
| Experience of evaluation methods including qualitative and quantitative data analysis and how to apply them to ensure information is correctly analysed | **P** |  | **A & I** |
| Development of systems to provide robust analysis of key performance data | **P** |  | **A & I** |
| Experience of working with third sector, health & social care organisations at local level  |  | **P** | **A** |
| Supporting volunteers |  | **P** | **A**  |
| Experience of internal reporting structures and how to manage time and information affectively | **P** |  | **A**  |
| A proven track record of working successfully in partnership with other organisations | **P** |  | **A & I** |
| Demonstrable experience of being a positive, effective and persuasive ambassador |  | **P** | **A & I** |
| **Knowledge** |  |  |  |
| Understanding of how to engage with a diverse range of local communities and audiences | **P** |  | **A & I** |
| A clear understanding and appreciation PCP’s mission, aim and core values and how this relates to what we do externally and internally | **P** |  | **I** |
| A sound understanding and awareness of factors that can influence mental health  |  | **P** | **A & I** |
| Knowledge of health and lifestyle issues across County Durham |  | **P** | **I** |
| Sound knowledge of the voluntary and community sector in County Durham | **P** |  | **I** |
| Personal Qualities |  |  |  |
| Ability to work effectively at home  | **P** |  | **I** |
| Ability to independently travel across County Durham | **P** |  | **A** |
| Team player and a critical friend  | **P** |  | **A & I** |
| Ability to manage own workload and work autonomously  | **P** |  | **I** |
| Ability to work with people from a range of backgrounds and handle information sensitively | **P** |  | **I** |
| Sensitivity, tact and high degree of personal integrity | **P** |  | **I** |
| A willingness to develop and support the development of others within the team | **P** |  | **I** |