

BUSINESS ASSURANCE OFFICER – Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Experience	<ul style="list-style-type: none"> Experience of data manipulation and analysis gained either as part of an A-Level or degree course or within a work/project setting. 	Application
Knowledge and skills	<ul style="list-style-type: none"> Ability to interpret statistical information and undertake analysis of large data sets. 	Interview
	<ul style="list-style-type: none"> Excellent organisational skills including the ability to coordinate activities that require input from a range of stakeholders. 	Interview
	<ul style="list-style-type: none"> Ability to prioritise work and manage several tasks at once to meet deadlines. 	Interview and assessment
	<ul style="list-style-type: none"> High level of data and IT literacy. 	Application and Interview
	<ul style="list-style-type: none"> Ability to interpret detailed and sometimes complex documents, for example, regulatory requirements 	Interview and assessment
	<ul style="list-style-type: none"> Ability to communicate ideas clearly and concisely in written form and using visuals such as charts and infographics. 	Application, interview and assessment
	<ul style="list-style-type: none"> Ability to form evidence based opinions and make recommendations based on independent research and analysis. 	Application Interview
	<ul style="list-style-type: none"> Ability to devise simple tests to check compliance with procedures and accuracy of data. 	Assessment
	<ul style="list-style-type: none"> Ability to work in a co-operative and supportive way demonstrating respect for others opinions and views using initiative to get things done. 	Application, interview

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Knowledge and skills	<ul style="list-style-type: none"> Consistently working to achieve high standards of quality personally and supporting colleagues to do the same. 	Application, interview
	<ul style="list-style-type: none"> Ability to work with close attention to detail, ensuring responses to requests for regulatory information and customer requests for data are fulfilled accurately and in a timely fashion. 	Application, interview
	<ul style="list-style-type: none"> Planning and organising – prioritising work in a realistic way to meet deadlines, managing several tasks at once and planning ahead. 	Application
	<ul style="list-style-type: none"> An understanding of and commitment to issues involved with working and providing services in a multi-cultural environment. 	Application