**Person Specification**

**JOB TITLE : Data, Insight & Evaluation Manager**

**GRADE :** TBC Anticipated Salary Range £41,846-£44,697

**POST NO : 4199**

**SERVICE : Active and Healthy People**

**Directorate :** **Communities, Health, Wellbeing Sport & Leisure**

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|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &****KNOWLEDGE** | Honours degree relevant to research, evaluation, intelligence and/or health, or equivalent experience (essential)Up-to-date knowledge of research, evaluation and/or intelligence through continuous professional development and/or practice application (essential)Completed or undertaking a relevant postgraduate or professional qualification relevant to research, evaluation, intelligence and/or health, or equivalent experience (desirable)Understanding of the principles of project management and commissioning (desirable) | EEDD | A, C,I, RA, C, IA, C, I, RA, C, I |
| **EXPERIENCE &****SKILLS** | **Professional**Experience and a strong understanding of developing and implementing evaluation and outcomes frameworksExperience of influencing strategic decision making through the use of data, insight and qualitative informationExperience of delivering effective research and data insight projects, including commissioning evaluation and analytical packages from expert agenciesExperience of using a range of qualitative and quantitative techniques and methods when undertaking and presenting research and data insight.Awareness and understanding of Sport England national policy, programmes and evaluation methodologiesExperience of tools and techniques for measuring and monitoring individual and population level behaviour changeExperience of utilising national statistics, census and open data with a particular focus on health & wellbeing and active travel data setsExperience of working effectively with a range of partners and stakeholders at different seniority levels from different organisationsHigh level of analytical skills demonstrating an affinity with data, statistics and digital information with a passion for new and innovative ways to present for influencing strategic decision makingAbility to work as a team and achieve clear performance outcomes through collaboration across a broad system of partnersThe ability to understand, plan and manage budgets within financial standing orders.**Planning, organisational and communication skills**Excellent standard of written and oral communication skills, with the ability to effectively convey information in a clear, concise and meaningful way though reports, presentations and meetings Excellent presentation and influencing skills, with the ability to present to a wide range of stakeholders and variety of audiencesProven track record in being able to analyse and interpret complex informationExtensive and proven experience in a similar position in the NHS, local government, academic or research environments | EEEEDEEEEEDEEEE | A, I, RA, I, RA, I, R,A, I, RA, I, R,A, I, R,A, I, RA, I, TA, I, R,A, I, TA, I, TA, I, T,A, I, RA, I, TA, I, R, T |
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| **SPECIAL REQUIREMENTS & ATTITUDE** | Excellent interpersonal and team working skills, proven ability to develop relationships with a range of colleagues and stakeholders Ability to frequently use initiative, be adaptable and flexible and operate in a broad system environment with a complex range of partnersAbility to prioritise own work and produce high quality, accurate work to tight timescalesPositive “can-do” attitude with the ability to inspire and influence others A passion for health & wellbeing and active lifestyles with the keenness to make an impact with local communities | EEEEEE | A, I, TA, I, TA, I, TA, I, TA, I, RA, I |
| **OTHER** | Excellent IT skills, including Microsoft Office, similar applications and the ability to manage databases.A demonstrable commitment to equal opportunities & customer care.Knowledge of international, national and local policy issues which could affect the delivery of the programmes.Knowledge and awareness of the global Smart Cities Movements and awareness of the challenges facing local government.Knowledge of health and safety at work legislation & principles and how they are applied to staff and the service, in the context of an employer.A willingness to work occasional evenings & weekends due to special events, in accordance with the corporate flexible working policy | EEDDEE | A, I, RA, I,A, I,A, I,A, I, TA, I |

**COMPLETED BY:** Active & Healthy Programme Lead

**DATE:** February 2018

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference