

**PERSON SPECIFICATION:**

**Business Intelligence Lead**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  | Good standard of education (minimum of GCSE level Maths and English or equivalent)  | SQL qualification Market Research qualificationStatistics qualification |
| **Experience**  | Understanding business needs and designing effective reporting solutionsDeveloping effective working relationships with a varied customer group | Social housing or similar regulatory environmentCreating administrative procedures and systems |
| **Knowledge, Skills & Abilities** | Excellent organisational and interpersonal skillsHighly numerate with excellent verbal and written communication skills and precise attention to detailAble to analyse and scrutinise dataAn effective problem solver who can work on own initiativeAble to develop excellent working relationships with staff at all levelsAble to work with tight deadlines, competing priorities and workload fluctuationsAble to work individually and as part of a teamAble to adapt to a changing environmentHighly computer literate in Microsoft Excel with a strong working knowledge of SQL database management languageAble to work with senior leaders to develop strategic approaches to dataTo provide the best possible service to internal customers Willing to work outside normal working hours if requiredDiplomacy, tact, patience, flexibilityTenacious, proactive, creative and resourcefulEmpathy with Teign Housing’s role as a charitable housing providerBe willing to undertake training and development as required within the role, and the ability to identify own skill gapsComputer literate and conversant with MS Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn | Working knowledge of Power BI reporting tool |