

**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 qualification  Statistics qualification |
| **Experience** | Understanding business needs and designing effective reporting solutions  Developing effective working relationships with a varied customer group | Social housing or similar regulatory environment  Creating administrative procedures and systems |
| **Knowledge, Skills & Abilities** | Excellent organisational and interpersonal skills  Highly numerate with excellent verbal and written communication skills and precise attention to detail  Able to analyse and scrutinise data  An effective problem solver who can work on own initiative  Able to develop excellent working relationships with staff at all levels  Able to work with tight deadlines, competing priorities and workload fluctuations  Able to work individually and as part of a team  Able to adapt to a changing environment  Highly computer literate in Microsoft Excel with a strong working knowledge of SQL database management language  Able to work with senior leaders to develop strategic approaches to data  To provide the best possible service to internal customers  Willing to work outside normal working hours if required  Diplomacy, tact, patience, flexibility  Tenacious, proactive, creative and resourceful  Empathy with Teign Housing’s role as a charitable housing provider  Be willing to undertake training and development as required within the role, and the ability to identify own skill gaps  Computer 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 |