

## Management Information Officer – Grade 8/9

Please see below information for requirements for this job at Grade 9.

If you wish to apply for this job as a Grade 9 you will need to demonstrate how you meet the Person Checklist for Grade 8 on the Job Profile **and** the below points.

### Grade 9

- Experience of collating, extracting and disseminating management and performance information using a variety of methods, e.g. Excel spreadsheets and Access databases and being able to demonstrate successful outcomes.
- Ability to lead on the completion of large scale statistical returns, including the collection of information from a variety of sources. This must include demonstrable project management skills.
- Ability to provide complex trend analysis using information from a variety of sources to highlight the correlation of performance measures and the impact of policy changes/service delivery.
- Can demonstrate innovation and creative solutions in relation to system design and data collection.
- Ability to develop and deliver tailored training and support to customers and colleagues.

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*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to... **PLEASE COMPLETE**