

Policy Document No: Per 1.1.2

Quality Information Facilitator Person Specification

Job Title: QUALITY INFORMATION FACILITATOR

Job Vacancy No:

Establishment:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of how to present information effectively, accurately and appropriately	✓	
2 Knowledge of methods of collecting and analysing data	✓	
3 Knowledge of Severe learning disabilities and challenging behaviour	✓	
<u>Skills and Abilities</u>		
1 Ability to attend work punctually and reliably	✓	
2 Ability to work using own initiative and to deadlines	✓	
3 Ability to communicate effectively, both verbally and in writing	✓	
4 Ability to form positive relationships with staff at all levels	✓	
5 Ability to use Microsoft applications and databases effectively	✓	
6 Ability to research/collect information from various sources to produce appropriate reports	✓	
7 Ability to identify norms and trends in data and make recommendations accordingly	✓	
8 Able and willing to take responsibility for own personal development and attend training as required	✓	
<u>Experience</u>		
1 Experience in the use of data collection and analysis in relation to incidents of challenging behaviour		✓
2 Experience of collecting data on outcomes for individuals and reporting on these at a range of levels		✓
3 Experience of maintaining and setting up databases for purposes of producing accurate and relevant reports	✓	
4 Experience of working with people with learning disability and challenging behaviour	✓	

Policy Document No: Per 1.1.2

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	As assessed by Principal	
2 An approved qualification in psychology – either a Bachelor’s degree (Class 2.1 or above) or A Bachelor’s Degree (any class) together with a higher degree including empirical research experience		✓

Person Specification prepared by HR Department

Date: 2 December 2009