Competence 1

Data and Information Management

**Description**

Competency Description: Collects, analyses, interprets, records, manages, develops, and shares data, material or information appropriately for a variety of purposes.

Question: Please describe when you have used a variety of digital tools, statistics, or software to analyse data and produce a factually accurate data focused report.

You may find it helpful to research the STAR (Situation, Task, Action, Result) approach when formulating your response.

Competence 2

Communicates Effectively

**Description**

Competency Description: Conveys information and ideas clearly, accurately, and persuasively through speech and writing. Understands the needs of both the technical and management audience.

Question: This role will require you to work with many different people across the business. Please demonstrate how you vary your communication approach according to the audience you’re addressing:

You may find it helpful to research the STAR (Situation, Task, Action, Result) approach when formulating your response.

Competence 3

Uses Initiative

**Description**

Competency Description: Takes action before and/or beyond what is required, owning the outcome.

Question: Preferably in the context of data and/or reporting, please give us an example of when you have proactively looked for a better way of doing things?

You may find it helpful to research the STAR (Situation, Task, Action, Result) approach when formulating your response.

Competence 4

Achieves Results

**Description**

Competency Description: Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results

Question: Please describe how you have delivered a complex or challenging project/piece of work and explain what the challenges were?

You may find it helpful to research the STAR (Situation, Task, Action, Result) approach when formulating your response.