

PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of assimilating large amounts of detailed information to produce and analyse (data) reports in a variety of outputs (tabular, graphical etc)	Essential	Supporting Statements/ Interview
Experience of producing and analysing (data) reports	Essential	Supporting Statements/Interview
Advanced user of Microsoft Office, especially complex mail-merges and Excel	Essential	Supporting Statements/ Interview
Advocate of customer care ensuring that the experience of each customer is positive and satisfactory	Essential	Supporting statements
The ability to present information in an accurate and appropriate format	Essential	Application Form/Interview
Experience of prioritising workload to meet competing deadlines, problem solving and working on own initiative with minimal supervision	Essential	Supporting Statements/ Interview
Commitment to continually improve skill base or adapt to changing circumstances	Essential	Supporting Statements/ Interview
To demonstrate a specific interest in applying for this particular post	Essential	Application Form/Interview
Working knowledge of ResourceLink	Desirable	Supporting Statements/ Interview
Working knowledge of the Cognos reporting tools	Desirable	Supporting Statements/ Interview
Experience of producing and analysing complex (data) reports using report writers	Desirable	Supporting Statements/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.