

**PERSON SPECIFICATION**

**Assistant Analyst – Statutory Returns (Grade 5)**

**Ref 0613-24**

| Criteria | Essential/ Desirable | Application Form / Supporting Statements/ Interview\* |
| --- | --- | --- |
| Undergraduate degree (not necessarily in a related subject) or relevant professional experience in a compliance or records management-related area. | Essential | Application Form/ interview |
| Competency using computer systems and Microsoft Office, in particular including knowledge of managing databases and spreadsheet packages. | Essential | Supporting Statements/ Interview |
| Experience of analysing large datasets | Essential | Supporting statements |
| The ability to present information in an accurate and appropriate format. | Essential | Application Form |
| Experience of prioritising workload to meet competing deadlines | Essential | Supporting Statements/ Interview |
| Experience of handling confidential information and knowledge of Data Protection legislation | Essential | Supporting Statements/ Interview |
| Ability to work in a team and have a flexible approach to work | Essential | Interview |
| Ability to communicate professionally and effectively with a wide-range of people using different methods of communication, including excellent written communication skills | Essential | Application Form/Interview |
| Excellent written communication skills | Essential | Application Form/Interview |
| Experience using Student Records System | Desirable | Interview |
| Experience in Statutory Returns role and familiarity with HESA and OfS requirements | Desirable | Supporting Statements/ Interview |
| Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format. | Desirable | Supporting Statements/ Interview |

* **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 e.g. 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.