

**PERSON SPECIFICATION:**

Strategic Planner - Statutory Data Returns

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you're a suitable fit for this position. Further advice and guidance is available here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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| Skills, knowledge, and competencies needed for this role. | Evidence: this explains what information we will be looking for. | Essential or Desirable # | This is where we will look for your examples that help understand if you are right for this role. |
| Experience in producing and managing student-related statutory returns in a Higher Education environment (e.g., HESA, HESES). | Use the supporting statement text box to describe your experience managing statutory returns, detailing specific tasks, actions, and results. | Essential | Application form, CV, Supporting Statement, Interview |
| Knowledge of data quality principles and methods for identifying and resolving data issues. | Provide examples of your experience improving data quality, including the tools and techniques you used and the outcomes achieved. | Essential | Application form, CV, Supporting Statement, Interview |
| Strong analytical skills, including the ability to interpret complex datasets and provide insights to support decision-making. | Use the supporting statement to detail an example of when your analytical skills made a significant contribution to organisational decision-making. | Essential | Application form, CV, Supporting Statement, Interview, Test |
| Ability to contribute to process improvement and develop innovative solutions. | Describe a time when you identified and implemented improvements to a process, explaining the benefits achieved. | Essential | Application form, CV, Supporting statement, Interview |
| Excellent communication skills, with the ability to deliver training or presentations on complex data-related topics. | Use the supporting statement to describe a situation where you successfully delivered training or a presentation, explaining the context and results. | Essential | Application form, CV, Supporting Statement, Interview |
| Proven ability to work collaboratively with a wide range of stakeholders across an organisation. | Provide examples of when you have worked effectively with stakeholders, describing the challenges and how you addressed them. | Essential | Application form, CV, Supporting Statement, Interview |
| Strong organisational skills, with the ability to manage multiple priorities and meet deadlines. | Detail an example of managing competing priorities, explaining how you maintained quality while meeting deadlines. | Essential | Application form, CV, Supporting Statement, Interview |
| Educated to degree level or equivalent professional experience | Use the application form and/or supporting statement text box to set out your educational qualifications or equivalent professional experience | Essential | Application form, CV, Supporting statement. |
| Proficiency with a range of data visualisation tools (e.g., Tableau, PowerBI or similar) to present and communicate data effectively. | Provide specific examples of using data visualisation tools in a professional context, including the types of visualisations and their impact. | Desirable | Interview |
| Understanding of the Higher Education sector, including key external indicators (e.g., league tables). | Detail your knowledge of HE sector data and explain how it has informed your previous work or decision-making processes. | Desirable | Interview |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test, but you will be given some notice if this is the case.