

**PERSON SPECIFICATION**

**Strategic Planner - Data Analysis**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview**  |
| First degree or equivalent relevant work experience | Essential | Application Form |
| Demonstratable skills and experience of using data visualisation software e.g. Tableau (currently used by the University), PowerBI, QlikView, etc. to produce sophisticated business intelligence dashboards, linking to multiple data sources | Essential | Supporting Statements/Interview |
| Strong numeracy and statistical analysis skills, with a high level of competency in and experience of interrogating and analysing large complex datasets | Essential | Supporting Statements/Interview |
| Excellent interpersonal and communication skills with the ability to present complex information in accessible analytical reports, supporting colleagues to understand and interpret data insights | Essential | Supporting Statements/Interview |
| Ability to manage a complex workload and work independently as well as contributing effectively as part of a team | Essential | Supporting Statements/Interview |
| Excellent problem solving and critical thinking with the ability to translate business requirements into actionable data insights | Essential | Supporting Statements/Interview |
| Proven ability to develop and maintain effective working relationships at all levels of an organisation | Essential | Supporting Statements/Interview |
| Good understanding of ETL (Extract, Transform, Load) and other data engineering processes, with a working knowledge of relevant software (e.g. Alteryx) and/or programming languages (e.g. SQL, R). | Desirable | Supporting Statements/Interview |
| Understanding of strategic context for UK Higher Education and the ways in which management information can support the University’s strategic planning process | 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. It 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 and/or by competency based interview questions, tests, presentation etc.