Lancaster University

PERSON SPECIFICATION
Strategic Planner
Vacancy Ref: A2789-R

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
First degree or equivalent experience	Essential	Application Form
Experience of producing statutory student data returns in a higher education context, or near equivalent.	Essential	Supporting Statements/Interview
Strong numeracy and statistical analysis skills	Essential	Supporting Statements/Interview
Good knowledge and understanding of how databases are structured and used	Essential	Supporting Statements/Interview
A good understanding of the strategic context for UK Higher Education	Essential	Supporting Statements/Interview
Ability to communicate effectively orally and in writing, including producing analytical reports for senior staff	Essential	Supporting Statements/Interview
Excellent organizational and problem solving skills	Essential	Supporting Statements/Interview
Ability to manage a complex workload and work independently	Essential	Supporting Statements/Interview
Ability to develop and maintain effective working relationships at all levels	Essential	Supporting Statements/Interview
Ability to understand and interpret management data	Essential	Supporting Statements/Interview
Experience and demonstrable skills in using data visualisation tools (Tableau or similar) to produce management information reports, linking to multiple data sources	Desirable	Supporting Statements/Interview
Ability to work as part of a team and contribute effectively as a team player	Essential	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 and/or by competency based interview questions, tests, presentation etc.