

Person Specification for the Trust Data Officer

Requirements	Essential	Desirable	Proposed selection method
Experience <ul style="list-style-type: none"> Strong ICT skills, in particular use of Microsoft Excel to a high level. Experience/knowledge of MIS or data software Experience of working in an education Environment. 	•	• •	Application / Interview Application / Interview Application / Interview
Qualifications <ul style="list-style-type: none"> Educated to level 3 (A level or equivalent) as a minimum GCSEs in Maths and English (Grade C / 5 minimum) or equivalent. 	• •		Application Application
Skills and Knowledge <ul style="list-style-type: none"> Communicate effectively both orally and in writing Excellent organisational Skills Be able to show initiative Be able to manage a range of tasks and prioritise responses Be able and willing to travel between the Trust sites. Work independently and as part of a team Proactive in identifying problems and able to develop and implement solutions 	• • • • • • •		Application / Interview Application / Interview Application / Interview Application / Interview Interview Application / Interview Application / Interview
Personal Qualities <ul style="list-style-type: none"> Excellent record of attendance Work to deadlines Ability to act as a motivated team member Ability to adhere to written procedures and policies Ability to schedule own work 	• • • • •		Application / References References Application / Interview / Refs Application / Interview / Refs Application / Interview / Refs
Equal Opportunities <ul style="list-style-type: none"> Awareness, understanding and commitment to the pursuit of equal opportunity, in terms of service delivery and employment practice. Awareness of disability discrimination policy 	• •		Application / Interview Application / Interview
Working Practices <ul style="list-style-type: none"> Be willing to undertake further training and development to enhance service delivery and self-development Willingness to share information and expertise with other staff 	• •		Application / Interview Application / Interview