

## Person Specification for the Trust Data Officer

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