

PERSON SPECIFICATION
MIS MANAGER (SENIOR DATA ANALYST)

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Experience and Skills

- Have excellent data analysis skills and be able to help staff make informed, data-driven decisions
- Have excellent organisational, problem-solving and planning skills
- Have good communication skills and the ability to manage an effective MIS Department
- Have a strong working knowledge of Microsoft Office applications, most specifically Excel
- Have the ability to write SQL queries to retrieve data from multiple tables (Microsoft SQL Server 2017)

Professional qualities

- Be well organised and self-motivated
- Be prepared to be flexible, with a “hands on attitude” to work
- Be willing to co-operate with staff and assist both staff and students
- Have a commitment to providing high quality information systems which meet the needs of colleagues and students
- Enjoy problem-solving and take a flexible and imaginative approach to planning
- Have a sense of humour and the ability to stay positive under pressure

DESIRABLE

The successful candidate may:

- Possess knowledge of the post-16 funding methodology and understanding of the post-16 education sector
- Have experience writing Microsoft SQL Server Reporting Services (SSRS 2017) reports
- Have experience of change management
- Have experience of making data returns to external agencies
- Have previous experience of working in a school or college in a similar or related role