

Trust Data and MIS Officer - Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
To possess excellent time management and problem solving skills.	√		Application & interview
To adopt a positive and resilient attitude to all required tasks, working calmly and collaboratively under pressure.	√		Application & interview
To be reflective of their own practice and of any constructive feedback provided.	√		Application & interview
To be able to analyse and interpret varied and highly complex information or situations in order to produce solutions.	√		Application & interview
To possess highly developed interpersonal and communication skills, communicating complex, contentious and confidential information to Trust/school leaders and/or non-specialists.	√		Application & interview
To possess a highly analytical mindset, with excellent problem-solving skills, being capable of interpreting complex data, identifying trends, and developing practical solutions. To relish untangling complex data or system issues.	√		Application and interview
To have the ability to confidently liaise with third party software providers, to provide a measured approach to the configuration of key data systems and related processes.		√	Application and interview
To demonstrate a flexible approach towards work and working hours, particularly during peak periods (e.g. statutory returns, exams and results, system implementations).	√		Application and interview
To have the ability to present at Trust Board, ALT or staff meetings		√	Application and interview
To utilise excellent technical and organisational skills, displaying a high attention to detail	√		
To possess excellent I.T. skills, including both precision and efficiency, in order to produce accurate, timely analysis information, as well as keeping information on all students/pupils up to	√		

date, in order to support the Trust's achievements.			
To demonstrate the ability to work on their own initiative and to be able to prioritise the work of the team, in addition to their own work requirements.	√		
Knowledge			
To possess a knowledge of and commitment to the safeguarding and promoting of the health, safety and welfare of young people	√		Application and interview
To have gained a working knowledge and understanding of statutory requirements in relation to Data Protection.	√		Application and interview
To exhibit an ability to interrogate, analyse and present complex data to a range of audiences	√		Application and interview
Qualifications and Experience			
To be educated to degree level or have the ability to demonstrate an equivalent level of knowledge and/or skills relative to job role	√		Application and interview
To hold data or IT application certifications relating to the role, i.e. MS Office, Power BI, or be willing to undertake these.		√	Application and interview
To have experience of advanced analytical use of applications such as Google Sheets/MS Excel	√		Application and interview
To have 'hands on' experience of the use of the SIMS and/or Arbor MIS.		√	Application and interview
To have experience of using Power Query to manipulate data		√	Application and interview
To possess considerable knowledge of Management Information Systems.		√	Application and interview
To display evidence of a willingness and motivation to develop their own skills and abilities through relevant CPD opportunities.	√		Application and interview