**PERSON SPECIFICATION**

# HEAD OF MANAGEMENT INFORMATION AND BUSINESS INTELLIGENCE

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|  | **Essential** | **Desirable** | **Identified via**  **(Application, Interview, Reference)** |
| **Qualifications** |  |  |  |
| Degree or Level 4 qualification, preferably in a related subject such as IT, Business, Finance etc. |  |  | A |
| Excellent standard of IT skills |  |  | A |
| A record of training in IT and bi developments |  |  | A |
| **Experience** |  |  |  |
| Experience of managing functions within bi and IT disciplines |  |  | A, I |
| A minimum of two years middle leadership experience, including some team leadership experience |  |  | A, I |
| Experience of successfully maintaining, monitoring, analysing and reporting on a range of BI data |  |  | A, I |
| Experience of producing and submitting funding reports and data submissions |  |  | A, I |
| An understanding of funding in the education sector |  |  | A, I |
| Success in leading quality improvements in information systems development and support |  |  | A, I |
| Experience of responsibility for IT and BI architecture and software |  |  | A, I |
| An excellent understanding of BI systems |  |  | A, I, R |
| Relevant technical skills to support BI systems and IT infrastructure delivery |  |  | A, I |
| Ability to model future scenarios to enable risk management and mitigation development to take place |  |  | A, I, R |
| An understanding of recent developments in the FE sector |  |  | A, I |
| Successfully leading and managing change within a relevant environment |  |  | A, I, R |
| **Skills** |  |  |  |
| Well developed interpersonal skills, including negotiating and persuading skills |  |  | A, I |
| Very good organisational skills with ability to prioritise workloads and meet deadlines |  |  | A, I, R |
| Adaptable and able to pick up new techniques with a desire to stay updated on current and new technologies |  |  | A, I |
| Good problem solving skills/logic |  |  | A, I |
| The ability to produce high level reports and present data in accessible formats |  |  | A, I |

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|  | **Essential** | **Desirable** | **Identified via**  **(Application, Interview, Reference)** |
| Flexible team player and ability to work on own initiative |  |  | A, I, R |
| Ability to multi-task, prioritise and work to deadlines |  |  | A, I |
| Ability to deal professionally with important issues |  |  | A, I |
| **Personal Ethos and Values** |  |  |  |
| Act with integrity, openness and professionalism in all communications with colleagues, the community and key stakeholders |  |  | A, I |
| Demonstrate through one’s professional practice a commitment to the advancement and well being of young people |  |  | A, I, R |
| Live with passion, sharing enthusiasm, hope and optimism routinely |  |  | I |