GREENWOOD ACADEMIES TRUST

PERSON SPECIFICATION

TRUST DATA MANAGER

	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE standard or above in English and mathematics	✔		Application form and at interview
Educated to degree/HND level or equivalent		✔	Application form and at interview
Relevant management skills qualification		✔	Application form and at interview
Experience:			
Have proven experience of managing a team	✔		Application form and at interview
Demonstrate experience of providing mentoring and guidance for a team	✔		Application form and at interview
Have proven extensive relevant experience in understanding data analysis and research functions	✔		Application form and at interview
Proven experience of influencing decisions and negotiating for a win-win outcome	✔		Application form and at interview
Personal and Professional Skills and Attributes:			
Ability to identify own learning needs and actively seek development opportunities	✔		Application form and at interview
Ability to build and maintain successful relationships with all stakeholders, based on mutual respect and consideration	✔		Application form and at interview
The resilience to thrive in a busy and fast-paced working environment	✔		Application form and at interview
Ability to work collaboratively with colleagues and network with partners beyond the Academy.	✔		Application form and at interview
Capacity to develop quickly a working knowledge of the relevant policies, systems, protocols and procedures within the Academy and Trust	✔		Application form and at interview
Excellent ICT skills including the ability to use specialist packages	✔		Application form and at interview
Excellent numeracy and literacy skills	✔		Application form and at interview
Positive, cheerful and pro-active approach	✔		Application form and at interview
Understanding of the requirement to maintain a high level of confidentiality	✔		Application form and at interview

	Essential	Desirable	
Awareness of the importance of safeguarding and safer recruitment procedures	✓		Application form and at interview
Ability to remain calm under pressure	✓		Application form and at interview
Knowledge of data quality measurements methodology and reporting tools	✓		Application form and at interview
Ability to develop processes and procedures to meet the needs of the business for now and future.	✓		Application form and at interview
A good knowledge of the current statistical methods and data analytic software	✓		Application form and at interview
A solid understanding of appropriate data sources	✓		Application form and at interview
Ability to deliver accurate, relevant and timely information based on solid research	✓		Application form and at interview
Demonstrate a thorough knowledge of the specific processes and procedures.	✓		Application form and at interview
Have financial awareness and be able to assess the commercial viability of data analysis and research	✓		Application form and at interview
Having excellent organisational skill and superior attention to detail	✓		Application form and at interview
Be familiar with ISO quality systems or similar	✓		Application form and at interview
Experience of statistical techniques and software	✓		Application form and at interview
Experience of developing effective data strategies	✓		Application form and at interview
Experience of database strategies and development	✓		Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
In addition to the above selection criteria, the Greenwood Academies Trust will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines.	✓