Data Manager Personal Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential
D = Desirable

Measured by:
- A. **CV and letter**
- B. **Test / Exercise**
- C. **Interview**
- D. **References**

	Education and Qualifications	
E	Level 3 / degree in relevant discipline or substantial equivalent experience	A

	Relevant Experience	
D	Data management in relevant public sector context	A D
E	Experience of University/ local authority / school or Academy sector data management tools e.g. SIMS, CEMYS or similar	A
E	Recent, relevant evidence of commitment to training and development	A D

	Knowledge, Skills and Attributes	
E	High level ICT and data manipulation skills	A B
E	Successful experience of institutional self evaluation / data analysis methodologies	A D
E	Very able communicator in a variety of forms and to a variety of audiences	C
E	Well developed analytical skills	A
E	Attention to detail and commitment to accuracy	B
E	Understanding of the role of data in raising achievement	C
E	Ability to organise self and others	A D
E	Strong interpersonal skills but with ability to work alone and be self-reliant	C
E	Understanding of and commitment to core purpose of the Academy	C
E	Be committed to development of systems and self	C