Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Planning Officer (Reporting and Insight Lead) (Fixed Term One Year)

Department/Division: Planning Division

Accountable to: Head of Management Information

Competency	Criteria	E/D
1. Knowledge and experience	▪ Educated to degree level (or equivalent).	E
	▪ Experience working with end-users and stakeholders to translate business needs into robust reporting requirements to produce visualisations that deliver actionable insights.	E
	▪ The ability to produce and maintain high-quality, user-friendly and accessible reports and dashboards preferably in Power BI within a Microsoft Fabric environment.	E
	▪ Experience of creating and implementing documentation, standards and governance around reports and visualisations.	E
	▪ Experience of creating end-to-end ETL processes producing reliable datasets for reporting using some of the following tools: Power BI, Power Query (M), DAX, Microsoft Fabric, Alteryx, Tableau, Qlikview, Sisense, Business Objects or equivalents.	E
	▪ Experience working across multiple data source and system types (e.g. SQL Server, Oracle) reconciling data across systems and reports and validating outputs to support data quality and assurance processes.	E
	▪ Experience optimising visualisations for performance, scalability and usability, including model design best practice.	E
	▪ Experience of working across an organisation and contributing to the development of enterprise reporting standards and best practices.	E
	▪ Experience collaborating with data engineering and governance teams to ensure secure, compliant and well-governed data products.	E
	▪ Experience of providing training and/or mentorship to reportees and peers on technical solutions and end-users on dashboards.	E
	▪ Experience implementing security features such as column level and row level security and an understanding of their importance in a higher education context.	E

	▪ Understanding of key datasets and systems used in higher education reporting and monitoring and their relative importance. ▪ Excellent general IT skills including the use of key Microsoft products and an understanding of how these connect with each other. ▪ Strong attention to detail. ▪ Experience of working in complex environments and across teams. ▪ Experience of working in Higher Education organisation.	E E E D D
2. Communication	▪ Excellent communication and interpersonal skills covering both technical and non-technical audiences, including the ability to train reportees, peers and end-users both in-person and online. ▪ Ability to effectively communicate through a variety of channels with senior technical IT staff. ▪ Ability to communicate with end-users to understand and document the business change they are looking to undertake. ▪ Experience of using engaging methods to present complex data and robust analysis to a broad range of audiences using a range of communication channels. ▪ Ability to manage the induction and training of devolved staff on the use of School-Wide reporting formats and standards. ▪ Experience providing training to staff on reporting and insight products. ▪ Experience of representing an organisation within sector groups.	E E E E E E D
3. Teamwork and motivation	▪ Experience of managing a small team and/or projects. ▪ Experience setting and monitoring objectives and targets for reportees or projects based on their individual skills and motivating factors, aligned to organisational objectives. ▪ Flexible and willing to be involved in a variety of ad-hoc projects not specifically referred to in the job description. ▪ Experience working across different divisions to create a single solution.	E E E E
4. Service delivery	▪ Experience of working in an Agile development environment. ▪ Experience leveraging emerging AI technologies to support and enhance work and end-user outcomes. ▪ Experience identifying and resolving data quality and performance issues. ▪ Experience of contributing to data governance and data quality initiatives. ▪ Experience of using sector bodies to inform and improve your own work. ▪ Experience of undertaking regular stakeholder engagement activity such as surveys to understand the experience of end-users.	D D E D D D

5. Planning and organising resources	▪ Experience of planning and organising own workload and workload of team members to consistently meet deadlines, occasionally under pressure. ▪ Experience leading a small team or project area and managing limited resources to provide maximum impact. ▪ Experience of monitoring progress against objectives and agreed actions and working to resolve barriers.	E E E
6. Initiative and problem solving	▪ Demonstrable experience in researching and evaluating options to resolve problems and identify effective new solutions as needed. ▪ Ability to establish and develop effective procedures / systems and formulate new ways of working. ▪ Experience of creating or contributing to a work culture of continuous improvement.	E E E

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.