

PERSON SPECIFICATION

	Essential/ Desirable
Qualifications <ul style="list-style-type: none"> Educated to a minimum level 3 in a relevant subject Minimum GCSE English at Grade 4 or above or equivalent qualification in English Language and maths 	D E
Knowledge and Experience <ul style="list-style-type: none"> In depth knowledge of Access to HE Knowledge of Access to HE Diploma qualifications Experience of using data and MIS systems, eg Quartz Experience of data analysis and producing a range of reports for internal and external use Experience of working with external stakeholders Experience in delivering training 	D D E E D D
Skills <ul style="list-style-type: none"> High standards of accuracy and attention to detail Management of data and an ability to produce a range of reports for specific purposes Excellent written and verbal communication skills presenting information logically and concisely in ways that promote understanding Excellent IT skills, confident with using a variety of systems and Microsoft Office, specifically Excel Ability to prioritise, plan and organise day-to-day activities ensuring efficient and effective performance Effective problem-solving techniques Ability to work effectively within and between teams to achieve common objectives Ability to work to deadlines 	E E E E E E E
Personal Attributes <ul style="list-style-type: none"> Leads by example and shows personal enthusiasm by explaining why things need doing Treats people fairly and respectfully Acts with professional integrity at all times Has the ability to use initiative but also work as part of a team Proactively seeks input when needed and values the expertise of others Excellent customer service skills 	E E E E E E

<ul style="list-style-type: none"> • Committed to high standards of quality and seeks to continually improve systems and processes • Excellent attention to detail skills • An ability to work under pressure to tight deadlines • An ability to develop and maintain strong, effective and professional working relationships • Flexibility in working hours when necessary • Committed to continuous self-development • Flexible and receptive to change 	<p>E E E E E E D</p>
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