



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: Planning Officer (League Tables)

Department/Division: Planning Division

Accountable to: Senior Planning Officer

Competency	Criteria	E/D
Knowledge and experience	▪ Educated to degree level (or equivalent).	E
	▪ Experience in interpreting and analysing data to enable the presentation of key insights to senior staff.	E
	▪ Experience in creating presentations, writing reports, papers and briefing materials.	E
	▪ Experience of manipulating datasets and using formulae in Microsoft Excel and/or Alteryx.	E
	▪ Experience in creating or using Management Information dashboards using Business Intelligence software such as Tableau, Qlikview, Power BI or equivalent.	E
	▪ Excellent IT (including MS Excel and Word) and numeracy skills.	E
	▪ Strong attention to detail.	E
	▪ Demonstrable previous administrative experience, preferably in an HE environment.	D
	▪ Experience of servicing meetings, distributing agendas and writing minutes.	D
	▪ Experience in the use of statistical software such as SPSS, Stata or R for analysis.	D
▪ Experience of working in complex environments and across teams.	D	
Planning and organising	▪ Ability to plan and organise own workload and consistently meet deadlines, often under pressure.	E
	▪ Ability to monitor progress against objectives and agreed actions.	E
Initiative and problem solving	▪ Ability to work with a range of colleagues to define problems and then research and evaluate options to resolve them.	E
	▪ Ability to establish and develop effective procedures / systems and formulate new ways of working.	E
Service delivery	▪ Ability to contribute to and provide proactive support for colleagues, project groups and committees.	E



	<ul style="list-style-type: none">▪ Experience of using reporting tools in response to stakeholder data requirements within a customer-focused service.	E
Teamwork and motivation	<ul style="list-style-type: none">▪ Ability to work as part of a team.▪ Flexible and willing to be involved in a variety of ad-hoc projects not specifically referred to in job description.	E E
Communication	<ul style="list-style-type: none">▪ Excellent communication and interpersonal skills (written and verbal).▪ Ability to relate to and work with more senior staff.▪ Ability to disseminate relevant information, decisions and recommendations as appropriate.	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.