



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: Database Analyst

Department/Division: LSE Advancement
Accountable to: Head of Systems and Data

Competency	Evidence	Essential/ Desirable
Knowledge and Experience	Experience of gathering specifications from end users on data requirements for reporting and analysis needs.	E
	Experience of capturing functional and technical requirements including detailed documentation.	E
	Experience of working with a relational database in a technical capacity supporting a CRM, ERP or other specialised technical solution.	E
	Experience with Data Mapping and/or Process Mapping as part of project or on-going business needs.	E
	Experience of using SQL to an advanced level in supporting data and reporting needs of a diverse team.	E
	Undergraduate degree or equivalent.	E
	Experience of using Project Management methodologies to deliver technical projects.	D
	Experience of structured testing including User Acceptance Testing and building test plans.	D
	Experience of working in in charity sector or Higher Education Alumni and Fundraising services.	D
	Experience of working with Business Objects, Crystal Reports, Tableau or similar reporting/ data-visualisation tool.	D



Communication	Good communication skills, both written and verbal.	E
	Excellent communication of technical and business concepts both verbally and in writing.	E
	Good Stakeholder management skills	E
Teamwork and Motivation	Ability to work closely with colleagues as part of a team, with both internal and external stakeholders.	E
Liaison and Networking	Ability to network with colleagues and peers across LSE and own professional sector.	E
Planning and Organising Resources	Ability to work on multiple tasks and to prioritise competing deadlines.	E
	Exhibit strong organisational skills and the ability to take tasks to completion with a high level of independence.	E
Initiative and problem solving	Demonstrate flexibility and efficiency in adapting to changing work conditions, including learning new tools and technologies as required.	E
	Demonstrate initiative and problem solving ability in identifying and solving issues concerning data and database system.	E
Service Delivery	Commitment to delivering timely, high-quality service and support for LSE Advancement systems.	E
	Excellent attention to detail and adherence to office and team policies	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.