



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 and Performance Manager

Department/Division: LSE Philanthropy and Global Engagement
Accountable to: Deputy Director of PAGE Operations

Competency	Criteria	E/D
Knowledge and Experience	Experience of successfully implementing business strategy or plans	E
	Experience of interpreting complex data sets	E
	Experience of developing performance management and/or Key Performance Indicators frameworks	E
	Experience of producing reports for board-level staff or committees	E
	Experience of delivering campaign reporting, metrics, insights and business recommendations	E
	Excellent IT skills, including Word, Excel and PowerPoint and conceptual understanding of data management and relational databases	E
	Experience of working in a role involving financial reconciliation or financial problem solving	D
	Experience/knowledge of fundraising and marketing processes and principles	D
	Experience of creating reporting and visualisations (eg Tableau, Power BI, MS Excel)	D
Teamwork & Motivation	Excellent interpersonal skills, including a collegial approach to teamwork	E
	Willingness and ability to be flexible with a demanding work schedule, managing a range of competing deadlines	E



Communication	Ability to be diplomatic, persuasive and credible working with stakeholders at all levels including senior staff	E
	Ability to convey in both written and oral form technical and complex information in a clear and effective manner to a non-technical audience	E
	Ability to compile, interpret and present complex data and information to create management insight	E
	Good level of numeracy and ability to present financial information and costings	E
	Impeccable attention to detail	E
	A high degree of professionalism and sensitivity when handling confidential information	E
Liaison and Networking	Able to liaise productively with a variety of external contacts	E
Planning and Organisation	Excellent organisational skills, including the ability to plan and prioritise a varied workload to meet deadlines in an efficient and effective manner and be self-motivated	E
	A flexible and adaptable approach to work, with the ability to deal with high degrees of complexity, ambiguity and changes of business focus	E
	Able to project manage the completion of a task drawing in colleagues and other stakeholders as required to enable a successful conclusion	E
	Ability to manage own workload and communicate potential conflicts to line managers	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.