



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: Widening Participation Data and Impact Coordinator

Department/Division: Widening Participation – Academic Registrar’s Division
Accountable to: Deputy Head of Widening Participation

Competency	Criteria	E/D
Knowledge and Experience	Graduate or holding alternative recognised qualification	E
	General knowledge of UK education and widening participation issues	E
	Knowledge and understanding of a range of qualitative and quantitative research and evaluation techniques	E
	Experience of managing, manipulating and analysing large datasets using appropriate software such as Excel, Tableau, SPSS or Stata	E
	Knowledge of the Data Protection Act	E
	Experience of working with data and reports in a CRM or similar database	E
	IT literate – confident and able to use standard software packages including MS Word, Ms Outlook, MS Excel	E
	Experience of data processing tools such as Alteryx	D
Communication	Understanding of best practice in conducting research and evaluation of programmes and activities with young people	D
	Excellent written and verbal communication skills	E
	Ability to provide clear instruction and training to colleagues and others on data-related processes and systems	E
	Ability to communicate research findings and outputs to nonspecialist audiences	E
	High levels of accuracy and attention to detail	E



Teamwork and Motivation	Willingness and ability to work as a proactive member of the WP Team	E
	Ability to work with team members to agree and negotiate deadlines for delivering work or outputs	E
	Ability to support team members to carry out data-related tasks within their projects (e.g. data analysis, data cleansing and deletion) in a timely and responsible manner	E
Liaison and Networking	Ability to develop and maintain networks within and outside an organisation in order to stay up to date on relevant subject areas	E
	Ability to work with temporary staff/consultants/contractors and oversee their work and contribution to wider projects	E
	Proven ability to ensure that all relevant stakeholders and colleagues are kept informed and updated on areas of responsibility, to ensure consistency of approach and avoid duplication of effort	E
Planning and Organising Resources	Proven ability to plan, prioritise and organise day to day work in accordance with deadlines and agreed objectives	E
	Ability to manage large quantities of data, maintaining clear and replicable records of processing and manipulation undertaken	E
Initiative and Problem Solving	Ability to identify, escalate and suggest solutions to risks or problems which arise in established processes	E
	Proven ability to use initiative to identify and solve day-to-day problems with flexibility and timeliness	E
Investigation, Analysis and Research	Ability to perform basic analyses of quantitative datasets using a range of tools	E
	Ability to plan and supporting the delivery of focus groups and qualitative research activities to support project evaluation	E
	Ability to collate, analyse and present a wide range of information and data to specification, for monitoring and reporting purposes	E
	Ability and expertise to contribute to the ongoing development and review of the WP team's data, evaluation and impact frameworks	E
Other	Flexibility to work outside regular working hours occasionally	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.