



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: Reporting and Insight Analyst

Department/Division: Philanthropy and Global Engagement (PAGE)

Accountable to: Head of Systems and Data

Competency	Evidence	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Educated to degree level or equivalent 	E
	<ul style="list-style-type: none"> Experience of interrogating data using SQL and producing complex reports 	E
	<ul style="list-style-type: none"> Experience of creating reporting and visualisations (eg Tableau, Power BI, MS Excel) 	E
	<ul style="list-style-type: none"> Experience of working from business or user requirements 	E
	<ul style="list-style-type: none"> Experience of creating insight from data and communicating findings to a non-technical audience 	E
	<ul style="list-style-type: none"> Experience of using fundraising software eg Ellucian Advance or similar and/or Salesforce CRMs 	D
	<ul style="list-style-type: none"> Experience working with marketing campaigns in a fundraising setting (eg AB testing, predictive modelling) 	D
	<ul style="list-style-type: none"> Experience of manipulating and cleaning data to resolve data quality issues (eg using Alteryx) 	D
	<ul style="list-style-type: none"> Experience of using VBA, Python or other programming languages 	D
	Communication	<ul style="list-style-type: none"> Ability to communicate complex ideas and technical issues to a non-technical audience.
<ul style="list-style-type: none"> Ability to articulate recommendations for change in activity based on analysis and insight, even where well established practices would be affected. 		E
<ul style="list-style-type: none"> A customer focussed approach to work and ability to collaborate 		E
<ul style="list-style-type: none"> Good level of numeracy and ability to present financial information and costings 		E
<ul style="list-style-type: none"> Impeccable attention to detail 		E
Liaison and Networking	<ul style="list-style-type: none"> Comfortable working with stakeholders at all levels including senior staff 	E
	<ul style="list-style-type: none"> Able to liaise productively with a variety of external contacts 	E



Teamwork and Motivation	<ul style="list-style-type: none">• Able to work with colleagues across PAGE and the School to develop effective and productive relationship	E
Initiative and Problem Solving	<ul style="list-style-type: none">• Able to work on own initiative• Able to solve standard day-to-day problems as they occur• Able to recognise when a problem or task should be referred to others	E E E
Planning and Organising Resources	<ul style="list-style-type: none">• Able to work to tight deadlines and to manage multiple tasks in a busy office environment• Able to project manage the completion of a task drawing in colleagues and other stakeholders as required to enable a successful conclusion	E E
Service Delivery	<ul style="list-style-type: none">• Able to set and deliver high service standards• Able to deal promptly and efficiently with requests	E E
Other	<ul style="list-style-type: none">• Able to work outside normal hours, on occasion, when required to get the job done	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.