



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: Data Quality Analyst – Data Project (HR and Payroll Transformation Programme)

Division: Human Resources

Accountable To: Functional Lead (Data Project)

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level (or equivalent) in a technical subject, or relevant work experience in a technical field.	E
	Good general IT capability, with experience of Microsoft Office software applications in a Microsoft Windows environment.	E
	Good knowledge and experience of SQL.	E
	Experience of using Excel with advanced formulae, conditional formatting etc.	E
	Experience of graphical data preparation and analysis tools e.g. Alteryx.	D
	Ability to perform data profiling and data quality analysis.	E
	Good knowledge of data quality principles and techniques.	E
	Experience of data cleansing projects.	E
	Experience of data migration within system replacement projects.	D
	Experience of working with data standards.	D
	Understanding and experience of working in the HR data domain.	D
	Demonstrates accuracy and a high standard of data literacy i.e. ability to read, understand, create, and communicate data as information.	D
	Knowledge and awareness of cyber security and data protection policies.	E
	Experience of working in a Higher Education institution or similar environment.	D
Relevant experience of one or more of the main HR and Payroll applications used at LSE e.g. ResourceLink, EngageATS, TechnologyOne.	D	
Communication	Excellent interpersonal and communication skills with a good command of spoken and written English.	E



	<p>Ability to communicate using appropriate styles, methods, and timing, to maximise understanding and impact, including the ability to present and communicate complex ideas and technical information to a range of audiences.</p> <p>Experience of leading and facilitating discussions about complex technical concepts and related business process implications with both technical and non-technical people.</p> <p>Clear and concise oral and written communication.</p>	<p>E</p> <p>D</p> <p>E</p>
Teamwork and Motivation	<p>Experience of working as part of a team.</p> <p>Open to taking on new responsibility.</p> <p>Willingness to adapt and learn new skills.</p> <p>Calm under pressure and able to ask for support when needed.</p> <p>Has experience in mentoring colleagues in processes and behaviours.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Liaison and networking	<p>Able to build relationships and connections with colleagues at different levels across an organisation.</p> <p>Able to share knowledge and experience with others openly and effectively.</p> <p>Experience of actively seeking engagement with colleagues across an organisation to understand priorities, issues, and concerns.</p> <p>Experience of organising, chairing, and participating in formal and informal meetings with diverse groups of technical and non-technical stakeholders, including senior stakeholders.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Planning and Organising	<p>Able to plan own work and deliver effective, agreed outcomes at pace.</p> <p>Able to break down objectives into work packages and tasks.</p> <p>Can gather information independently from a variety of sources.</p> <p>Follows processes effectively and efficiently.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Able to use a variety of resources to identify, research, and evaluate the options for resolving a problem, and to choose the most appropriate solution.</p> <p>Able to use experience and knowledge to define and suggest solutions for problems and opportunities.</p> <p>Able to identify opportunities for improvement to processes and articulate the benefits of improvement.</p> <p>Demonstrate resilience to maintain high standards working on complicated and/or difficult projects.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.