



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 and Insight Manager

Department/Division: LSE Careers **Accountable to:** Head of Student Experience and Operations

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level or equivalent, with English and Maths GCSE or equivalent	E
	Experience in creating management information dashboards and tools using business intelligence software such as Tableau Desktop, Qlikview, Power BI or equivalent	E
	Experience of manipulating large, complex datasets and using formulae in Microsoft Excel and/or Alteryx	E
	Knowledge of and experience using statistical and quantitative and qualitative data gathering and analysis methods and techniques	E
	Previous higher education experience or interest in our data and proven ability to develop a deep understanding of data within a similar context	E
	Knowledge of SQL	D
Communication	Excellent written and oral communication skills, including the ability to convey specialist information in a clear, concise and accurate manner to a wide range of people	E
	Examples of diagnosing the needs of clients and pointing them at the most appropriate service or source of information	E
Teamwork and motivation	Examples of having participated in and made a contribution to a team	E
	Proven ability to manage and motivate others	D
Liaison and networking	Examples of having maintained effective working relationships	E
	Examples of day to day liaison with a range of stakeholders, internally and externally	E



	Examples of having participated in networks beyond immediate team	D
Service delivery	Evidence of having proactively used the views of users and stakeholders to develop services and/or processes to improve efficiency and/or effectiveness	E
	Understanding of GDPR guidelines	E
	Understanding of the role of the Graduate Outcomes survey within higher education	E
Decision making	Proven ability to consult effectively and to make recommendations and/or to take independent decisions as required	E
Planning and organising resources	Examples of having organised and prioritised own work and met deadlines	E
	Examples of overseeing the work of others	D
	Evidence of having developed plans and strategies for areas of responsibility	E
	Evidence of having forecast and monitored expenditure for areas of responsibility	D
Initiative and problem solving	Proven ability to use initiative and creativity when addressing difficult situations, or when an immediate solution is not apparent	E
Analysis and research	Examples of having collected, collated, quality assured and analysed data	E
	Examples of having produced qualitative and quantitative reports and presented information in a range of appropriate formats	E
	Examples of conducting qualitative and quantitative research	E
Team development	Examples of having provided training, guidance and inductions	E
	Examples of having mentored, coached and appraised the performance of others	D

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

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