



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 Reporting Lead (Course Selection and Timetabling Change Programme)

Division: Data and Technology Services (DTS)

Accountable To: Programme Manager (Course Selection and Timetabling Change Programme)

Competency	Criteria	E/D
Knowledge and Experience	Ability to understand and define complex data queries.	E
	Strong knowledge and experience of SQL.	D
	Experience of using Excel with advanced formulae etc. to work with data.	E
	Experience of reporting, analysis, and visualisation tools e.g. Tableau or PowerBI.	D
	Experience of graphical data preparation and workflow tools e.g. Alteryx.	D
	Ability to perform data profiling and analysis.	E
	Good knowledge of data quality principles and techniques.	E
	Experience of data cleansing and data migration and archiving/purging within system replacement projects.	E
	Experience of developing and/or implementing data standards.	D
	Experience of managing a team or acting as a technical or functional lead.	E
	Understanding and experience of working with data related to curriculum management or academic timetabling.	D
	Demonstrates accuracy and a high standard of data literacy i.e. ability to read, understand, create, and communicate data as information.	E
	Experience of working within a project management methodology e.g. Agile.	D
	Knowledge and awareness of cyber security and data protection policies.	E
	Educated to degree level or equivalent through relevant work experience.	E
	Good general IT capability, with experience of Microsoft Office software applications in a Microsoft Windows environment.	E
Experience of working in a Higher Education institution or similar environment.	D	
Experience of one or more of the relevant applications used at LSE e.g. Scientia Syllabus Plus, Tribal SITS, Salesforce CRM.	D	



Communication	Excellent oral and written communication skills, including the ability to write succinct reports and to communicate complex information to non-technical audiences at all levels of the organisation.	E
	Experience of leading and facilitating discussions about complex technical concepts and related business process implications with both technical and non-technical people.	E
Teamwork and Motivation	Excellent interpersonal skills with an ability to lead, manage, coach and/or mentor staff as required.	E
	Able to encourage and actively promote team values and the application and acceptance of agreed standards.	E
Liaison and Networking	Able to build relationships and connections with colleagues at different levels across an organisation.	E
	Able to share knowledge and experience with others openly and effectively.	E
	Experience of actively seeking engagement with colleagues across an organisation to understand priorities, issues, and concerns.	D
Planning and Organising	Able to work independently. Self-confident and self-motivated. Able to organise, prioritise and plan own work and delegate tasks to others.	E
	Experience in defining and reviewing high level and detailed project plans, breaking objectives into work packages and tasks, and producing estimates for effort, time, and resources required.	E
	Advanced organisational skills including the ability to organise, facilitate and lead workshops to gather requirements, analyse options and develop solutions.	E
Initiative and Problem Solving	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.	E
	A readiness to challenge the status quo and proactively identify and solve problems, including a willingness to understand issues beyond the boundaries of the project.	E
	Ability to actively contribute to the development of processes, standards, and principles.	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.