PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Head of Student Administration Systems

<table>
<thead>
<tr>
<th>Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Computer Information Systems</td>
<td>X</td>
<td></td>
<td>Application form</td>
</tr>
<tr>
<td>Science, Information Systems, or other related field, or equivalent professional experience</td>
<td></td>
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<tr>
<td>Master's Degree in a related field</td>
<td>X</td>
<td></td>
<td>Application form</td>
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<tr>
<td>Prince 2 Certification</td>
<td>X</td>
<td></td>
<td>Application form</td>
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<tr>
<td>ITIL foundation accredited</td>
<td>X</td>
<td></td>
<td>Application form</td>
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</tbody>
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Specific Skills, Experience and Knowledge

- Demonstrated IT experience and proficiency in multiple disciplines/technologies/processes related to the position including development, implementation, and maintenance of large scale integrated systems across multiple hardware and software platforms. (Application form/Interview)
- Strong leadership skills with the ability to manage, influence and motivate teams in the successful delivery of complex application projects. (Application form/Interview)
- Experience of managing an IT service team, including balancing priorities, scheduling, and forward planning of work and resources to meet supply and demand. (Application form/Interview)
- Expert in Off the Shelf student administration systems (ideally Banner) with an in-depth architect level technical knowledge and a strong overall understanding of the technologies and platforms specific to a University environment. (Application form/Interview)
- Technical Knowledge of Reporting, Database, Middleware, Server technologies within range of Oracle, MS SQL Server, MySQL, Windows, Unix, Linux, Java, VM, Tomcat, Business Objects, Qlikview, Biztalk, CPS. (Application form/Interview)
- Excellent writing and technical documentation skills to produce clear technical papers, requirements documents, project reports and Systems Architecture diagrams. (Application form/Interview)
- Knowledge and experience of Visio & MS Office productivity tools (Word, Excel, email etc). (Application form/Interview)
- Supplier/Vendor Relationship Management experience. (Application form/Interview)
- Experience of Software & Release Management; Change Control. (Application form/Interview)
- Experience of ITIL Service Delivery – Incident and Problem Management. (Application form/Interview)
- Knowledge of SQL & programming languages in range SQL, C#, VB.NET, CSS 3, HTML, Javascript, AngularJS, Bootstrap, Typescript. (Application form/Interview)
- Experience of Scrum and practical experience of working as part of a scrum/Agile team. (Application form/Interview)

Personal and Interpersonal Qualities

- Exceptional command of written and spoken English; highly numerate. (Interview)
- Proven ability to forge effective professional relationships at all levels, working collaboratively and sharing knowledge and skills (business and technical). (Interview)
- Ability to explain complex technical issues to both a technical & non technical audience for small & large audiences. (Interview)
- Excellent analytical and problem solving skills with “can do” approach. (Interview)
- Organised, methodical, meticulous, organised approach to work. (Interview)
- Active, sensitive to the needs of students and staff. (Interview)

Capacity for Career Development

Committed to participate in personal development. (Interview)

Circumstances

Occasional, infrequent planned out of hours working. (Interview)

Date: 25/4/17