## PERSON SPECIFICATION FORM

**POST TITLE:** Planning & Performance Analyst  
**DEPARTMENT:** Strategic Planning & Change Department

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL (E)</th>
<th>DESIRABLE (D)</th>
<th>TESTED BY</th>
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</thead>
<tbody>
<tr>
<td><strong>QUALIFICATIONS AND TRAINING</strong></td>
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<tr>
<td>Educated to degree level or equivalent.</td>
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<td>Application Form</td>
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<tr>
<td><strong>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</strong></td>
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<tr>
<td>Experience of applying numerical and statistical techniques to add value to data analysis.</td>
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<td>Application Form, Interview and Test</td>
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<tr>
<td>Excellent IT skills including knowledge of Microsoft Excel (including V look up and macros creation), Word and Outlook. Particular skills and/or experience in using reporting, database or statistical packages for data manipulation, management and analysis.</td>
<td>E</td>
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<td>Application form and Test</td>
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<tr>
<td>Research skills including the analysis of internal and sector trends and benchmarking experience</td>
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<td>Application form, Interview and Test</td>
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<td>Extremely organised and able to work to tight deadlines whilst maintaining quality.</td>
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<td>Attention to detail, able to work in a timely and accurate manner</td>
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<td>Demonstrable experience of writing concise reports on complex issues</td>
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<td>Application and Interview</td>
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<td>An ability to prioritise workload and meet the needs of customers.</td>
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<td>Interview and References</td>
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<td>Knowledge and experience of the HE sector.</td>
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<td>Application form and Interview</td>
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<tr>
<td>Experience of reporting from student record systems (e.g. Banner, SITS), database applications (e.g. Microsoft Access, Oracle).</td>
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<td>Application form</td>
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<td>Experience of ResourceLink HR and Agresso Finance Systems</td>
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<td>Interview</td>
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<td>Experience of using reporting tools such as Qlikview or Tableau to create dashboard reports</td>
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<td>Application form</td>
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<td>Experience of Management Information Reporting.</td>
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<td>Application for and Interview</td>
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<tr>
<td><strong>PERSONAL AND INTERPERSONAL QUALITIES</strong></td>
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<td>Excellent analytical skills including the ability to analyse, interpret and explain complex data sets to a variety of audiences.</td>
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<td>Interview and Test</td>
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<td>The ability to think beyond the numbers and bring qualitative skills to bear to contextualise trends and effects.</td>
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<td>Interview</td>
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<td>Excellent interpersonal skills with the ability to develop effective working relationships with colleagues at all levels within the organisation.</td>
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<td>Interview and References</td>
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<td>First class communication and stakeholder engagement skills and presentation experience.</td>
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<td>Interview</td>
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