



PERSON SPECIFICATION

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

Job Title: **Data and Evaluation Officer**

Department: **Marketing and Communications**

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
Educated to degree level or substantial relevant experience	X		Application Form
Skills and Abilities			
Excellent communication and interpersonal skills, able to work collaboratively across organisational boundaries and a constructive team player	X		Application Form/ Interview
Ability to work independently, prioritising workload and working flexibly when appropriate	X		Application Form/ Interview
Excellent IT skills including knowledge of Excel, Word, Outlook and PowerPoint	X		Test
Excellent organisational skills, experience of setting up new processes and able to work to tight deadlines whilst maintaining quality	X		Application Form/ Interview
Experience			
Experience of data manipulation and analysis	X		Application Form/ Interview
Ability to produce accurate work with close attention to detail	X		Application Form/ Interview
Experience of writing complex documents and reports	X		Application Form/ Interview
Experience of working with a wide range of stakeholders to support business change	X		Application Form/ Interview
Experience of data visualisation (e.g. reporting, dashboards, graphs, charts)	X		Application Form/ Interview
Experience of using web content management systems		X	Application Form/ Interview
An understanding of the key challenges facing Higher Education and the impact of these on Royal Holloway	X		Application Form/ Interview