

**Person Specification
FCAT Data Lead**

Personal attributes required based on Job Description	Essential (E) or Desirable (D) Criteria
Qualifications 1. Degree level qualification or equivalent experience. 2. Further or higher qualification relevant to the field e.g. data and information management, mathematics, statistics, software engineering etc.	E D
Experience 1. Demonstrable experience of working in a data and information management role. 2. Demonstrable experience of developing and managing data and information systems and processes which are accurate and efficient. 3. Demonstrable experience of performing complex and high level manipulation and analysis of performance data, identifying trends and risks. 4. Demonstrable experience of preparing data reports and dashboards for a wide range and level of audiences. 5. Experience of delivering training to a wide range and level of audiences. 6. Demonstrable experience of SQL/MySQL or similar database management. 7. Demonstrable experience of writing SQL/MySQL queries. 8. Demonstrable experience of PHP, HTML, Javascript and CSS. 9. Demonstrable experience of leading a service or team. 10. Demonstrable experience of working within a role in the Education/Multi Academy Trust sector.	E E E E E E E E D
Knowledge 1. Detailed knowledge of best practice and innovation in data and information management. 2. Up-to-date knowledge of the General Data Protection Regulation. 3. Knowledge of using Microsoft Excel to an advanced level. 4. Knowledge of using SIMS, SISRA and their underlying databases, in particular the Assessment Manager module. 5. Knowledge of assessment procedures in primary and secondary school. 6. Working knowledge of designing reports using Microsoft SQL Server Reporting Services (SSRS)	E E E D D D

Skills and Abilities	
1. Excellent written and verbal communication and interpersonal skills.	E
2. Excellent numerical skills.	E
3. Strong ability to present information to others in a clear and concise way.	E
4. Exceptional ability to work accurately and with attention to detail in a fast paced work environment.	E
5. Excellent ability to organise and prioritise a busy workload.	E
6. Excellent ability to develop and maintain positive working relationships with leaders and colleagues to ensure successful outcomes.	E
7. Excellent ability to negotiate, influence and persuade to drive forward the Trust's data and information management strategy.	E
8. The ability to use judgement, problem solving skills and initiative to provide information and support.	E
9. The ability to work flexibly and respond to change on a daily basis.	E
10. The ability to work effectively and contribute in a team.	E
11. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or challenging situations.	E
12. The ability to work with confidence and consistency to maintain trust and assurance in the reputation of the FCAT Central Services.	E
13. The ability to achieve strong and positive working relationships, to achieve a successful outcome.	E
14. Strong analytical and interpretation skills.	E
15. The ability to use Microsoft Office at an excellent level.	E
16. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace.	E
17. Demonstrable experience of dealing with matters confidentially and sensitively.	E
Other Attributes	
1. Possess a driving licence and car to be able to travel between the different Academies within the Multi Academy Trust.	E
2. Evidence of continued professional development	D
Essential requirements are those without which an applicant will not be considered for appointment.	