

Person Specification – Data Systems & Business Intelligence Manager

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	<ul style="list-style-type: none"> Degree-level qualification or equivalent experience in a relevant field (e.g. Data Analytics, Computer Science, Information Systems, or similar). Evidence of continued professional development in data, reporting, or BI tools. 	<ul style="list-style-type: none"> Relevant professional certification (e.g. Microsoft Power BI, Data Analytics, or similar). 	Application Form Pre-employment checks Interview Process
Experience/Knowledge	<ul style="list-style-type: none"> Significant experience of SQL Server administration and development. Experience developing Power BI solutions and dashboards. Strong knowledge of relational databases and data modelling. Experience of developing reporting, automation and business intelligence solutions. Experience managing data integrations between business systems. Experience working with multiple enterprise applications and system integrations. Experience managing user security, permissions and access controls. Experience working closely with infrastructure, network or IT support teams. 	<ul style="list-style-type: none"> Experience working in an education setting (sixth form, FE college, or school). Experience with UNIT-e, CEDAR, ALPS, or Six Dimensions. Experience supporting funding returns or audit activities. Experience supporting senior leaders with data analysis and insight. Experience producing reporting in areas such as admissions, attendance, curriculum, assessment, or performance. Experience supporting examinations, student achievement or awarding body data processes. Knowledge of Microsoft Active Directory integration. 	Application Form Interview Process
Skills and Abilities	<ul style="list-style-type: none"> Advanced skills in Power BI, including dashboard design, data modelling, and DAX. 	<ul style="list-style-type: none"> Understanding of data warehousing or data modelling concepts. 	Application Form Interview Process References

	<ul style="list-style-type: none"> • Strong SQL skills and ability to query and manipulate relational databases. • Ability to present complex data clearly through effective visualisation and storytelling. • Excellent analytical and problem-solving skills with excellent attention to detail • Ability to communicate technical concepts to non-technical audiences. • Ability to manage multiple priorities and projects effectively. 		
Personal Attributes	<ul style="list-style-type: none"> • Highly organised with the ability to manage multiple priorities and deadlines. • Proactive and solution-focused approach to problem solving. • Strong interpersonal skills with the ability to work collaboratively across teams. • Commitment to using data to improve outcomes for students. 	<ul style="list-style-type: none"> • Interest in developments in education data and analytics. 	Application Form Interview Process References
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of young people. • Willingness to undertake training relevant to the role. 	<ul style="list-style-type: none"> • Understanding of post-16 education performance measures and value-added methodologies. 	Application Form Interview Process