



## PERSON SPECIFICATION

<b>POST</b>	<b>MIS MANAGER</b>	<b>DEPT</b>	<b>MIS</b>
<b>GRADE</b>	<b>MS 310</b>	<b>REF NO</b>	<b>035-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
HND or equivalent in an IT related subject AND Minimum of 2 years working in a similar environment		E  E	AF  AF/I
RELEVANT EXPERIENCE		E / D	MEASURED BY
Working with SQL Server Reporting Services (SSRS)		E	AF/I
Working with SQL/Oracle databases		E	AF/I
Developing and implementing information systems		E	AF/I
Using SQL Server Integration Services (SSIS)		E	AF/I
Managing multiple projects simultaneously		E	AF/I
Experience of processing, validating and submitting statutory returns within an FE environment		E	AF/I
Experience of managing staff and the workload of others		E	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Comprehensive knowledge of EBS student records system		E	AF/I
Working knowledge of student tracking systems		E	AF/I
Working knowledge of current funding rules		E	AF/I
Working knowledge of achievement rate methodology		E	AF/I
Working knowledge of ProAchieve		D	AF/I
Working knowledge of data protection laws		D	AF/I
Creative approach to problem solving		E	AF/I
Self-motivated and able to inspire others		E	AF/I
Ability to communicate at all levels and to a variety of audiences		E	AF/I
Ability to prioritise and work to tight deadlines		E	AF/I
Work effectively under pressure		E	AF/I
Excellent organisational and customer service skills		E	AF/I

<b>SPECIAL REQUIREMENTS</b>		<b>E / D</b>	<b>MEASURED BY</b>
<p>This role may require access to sensitive personal data and therefore discretion and confidentiality is required</p> <p>A willingness to work flexibly and outside normal working hours at peak times</p> <p>A desire to remain technically capable and an expert in current technologies and to attend conferences or training courses as required</p> <p>Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p>