#### **NPTCG-Coll-CMYK**

#### **Person Specification**

**MIS Support Coordinator**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/Experience** |  |  |
| * Level 4 qualification in relevant discipline and/or equivalent experience | **\*** |  |
| Level 2 qualification in English (GCSE or equivalent) | **\*** |  |
| Level 2 qualification in Mathematics (GCSE or equivalent) | **\*** |  |
| * IT literate equivalent to Level 2 (with working knowledge of MS Word and Excel) | **\*** |  |
| Experience of managing procedures | **\*** |  |
| Experience of coordinating staff | **\*** |  |
| Experience in using Management Information Systems | **\*** |  |
| First Aid Certificate (training provided)\* | **\*** |  |
| Fire Marshal qualification (training provided)\* | **\*** |  |
| Knowledge of EBS |  | **\*** |
| Experience of a further education environment |  | **\*** |
| Understanding of data returns and funding |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required | **\*** |  |
| Able to travel as necessary in order to meet the demands of the post | \* |  |
| Personal Skills |  |  |
| * Excellent organisational and time management skills | **\*** |  |
| * Excellent analytical skills | **\*** |  |
| * Excellent administrative skills | **\*** |  |
| * Excellent problem solving skills | **\*** |  |
| * Able to work within audit requirements | **\*** |  |
| * Able to plan, prioritise and manage priorities of own work and those of others | **\*** |  |
| * Able to work to deadlines | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to use own initiative | **\*** |  |
| * Attentive to detail and high accuracy of work | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills - verbal and written (able to communicate information effectively to individuals and groups) | **\*** |  |
| * Able to respect confidentiality | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Able to work collaboratively with other departments | **\*** |  |
| * Able to motivate people | **\*** |  |
| * Excellent telephone manner | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Commitment to continuing professional development | **\*** |  |
| * Professional | **\*** |  |
| * Proactive | **\*** |  |
| * Reliable | **\*** |  |
| * Adaptable | **\*** |  |
| * Diplomatic | **\*** |  |
| * Service-oriented | **\*** |  |

\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.