** Person Specification**

**Lead Reporting Developer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| * Level 6 qualification in a relevant subject (Degree or equivalent) or substantial relevant work experience
 | **\*** |  |
| * IT Literate to level 4 (Detailed knowledge of PL/SQL and Oracle or SQL Databases)
 | **\*** |  |
| * Level 2 qualification in Mathematics (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in English Language (GCSE or equivalent)
 | **\*** |  |
| * Relevant industrial experience
 | **\*** |  |
| * Experience of Management Information Systems Reports and/or designing data warehouse tables
 | **\*** |  |
| * Able to communicate information effectively to individuals & groups
 | **\*** |  |
| * First Aid Certificate (training provided) \*
 | **\*** |  |
| * Fire Marshall qualification (training provided)\*
 | **\*** |  |
| * Experience of developing and managing procedures
 |  | **\*** |
| * Experience in Project Management
 |  | **\*** |
|  Experience of an FE environment |  | **\*** |
| Circumstances  |  |  |
| Able to travel as necessary in order to fulfil the requirements of the post | **\*** |  |
| Able to work flexibly (including early mornings, evenings and weekends) | **\*** |  |
| Personal Skills |  |  |
| * Excellent organisational and time management skills
 | **\*** |  |
| * Excellent problem solving skills
 | **\*** |  |
| * Excellent analytical skills
 | **\*** |  |
| * Able to plan and prioritise own work programmes and those of others to manage conflicting priorities
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Attentive to detail and high accuracy of work
 | **\*** |  |
| * Able to use own initiative
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to exercise sound judgement
 | **\*** |  |
| * Able to work to deadlines and under pressure
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Able to work as part of a team
 | **\*** |  |
| * Excellent communication skills – verbal and written
 | **\*** |  |
| * Excellent customer service skills
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attribute |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to continuing professional development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Commitment to Health and Safety
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Diplomatic
 | **\*** |  |

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.