** Person Specification**

**Lead Reporting Developer**

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|  | **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.