

## Person specification form

Job Title: **Information Services Manager**

Department **MIS**

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Academic qualifications to A Levels or equivalent	Degree level	Certificates
<b>Experience</b>	Management experience with evidence of strong organisational skills and time management to meet important deadlines. Experience in the production of multiple ILR's and a good understanding of associated legislation and changes	Strategic development and planning experience Strong leadership skills Sixth Form College or FE Sector experience	Questioning and references
<b>Knowledge &amp; skills</b>	Have knowledge and confidence in using Microsoft software specifically databases, collating data and creating management reports Confident in the use of technologies Strong communicator Can work under pressure dealing with tasks logically and problem solve Ability to co-ordinate and motivate staff Ability to excite and engage with college teams and have an impact in the decision making process	Knowledge of MIS software and SQL Databases. Can use Report Services and produce management reports	Certificates Questioning and test
<b>Personal Qualities</b>	Innovative Visionary Confident	Empathetic Approachable Flexible	Questioning Previous work and scenarios
<b>Motivation &amp; Expectations</b>	Customer service Task orientated		Questioning and references
<b>Overall Appearance</b>	Presentable		Visual and questioning