

PERSON SPECIFICATION

**POST :** Database and QA Information Systems Lead

The person specification provides a list of essential and desirable criteria (skills and

competencies) that a candidate should have in order to perform the job effectively.

**E** = Essential **D** = Desirable **I** = Interview **A** = Application

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| **ESSENTIAL** | **E or D** | **Assessed** |
| Relevant quality related degree is preferred, or HND, BTec Level 4 Award or equivalent NVQ Level 4 qualifications.  | **E** | **A** |
| Proven experience of developing, managing and co-ordinating database management systems within a third sector or similar organisation. | **E** | **A/I** |
| Proven knowledge, experience and understanding of working towards accreditation and inspection for ISO9001, PQASSO, Ofsted and IIP. | **D** | **A/I** |
| Proven knowledge, experience and track record of the principles, frameworks and tools relating to social value. | **D** | **A/I** |
| Must have an understanding of internal auditing standards and practices within the third sector.  | **D** | **A/I** |
| Able to carry out audits on quality management systems using set criteria.  | **D** | **A/I** |
| Ability to write concise and accurate reports to professional standards based upon observations and evidence. | **D** | **A/I** |
| Ability to confidently and professionally, discuss areas of non-compliance and improvement of quality with all stakeholder groups. | **E** | **A/I** |
| Experience of analysing, interpreting and reporting on complex data.  | **E** | **A/I** |
| Ability to engage, communicate and build relationships with a wide range of stakeholders at different levels. | **E** | **A/I** |
| Excellent communication skills that include: interpersonal communication skills, influencing skills & formal report writing skills  | **E** | **A/I** |
| Results focused, the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales | **E** | **A/I** |
| Strong time management skills and motivation, ability to work to deadlines and under pressure | **E** | **A/I** |
| Ability to think creatively and find innovative solutions to problems. | **D** | **A/I** |
| Excellent IT skills – Word Processing, Spreadsheets, Databases, PowerPoint, Email and Internet | **E** | **A/I** |
| An enthusiasm to work at the cutting edge of new thinking and the ability to be flexible, adaptable and to thrive on the challenge of working in a developing area. | **D** | **A/I** |
| Must be able to work using own initiative and equally understand the relevance, importance of and ability to work and contribute effectively to a team | **E** | **A/I** |
| A commitment to Equal Opportunities, Diversity and Inclusion | **E** | **A/I** |
| Must have a full, valid driving licence | **E** | **A/I** |

The successful candidate will be required to apply for a CRB Check in relation to working with children, young people and vulnerable adults. Offers of employment will be subject to receipt of satisfactory written references and CRB checks.