Person Specification

Post Title:	**Graduate System Analyst**	Post No:	
Organisation Unit:	**Digital Technologies – Corporate Applications**		
Grade:	**TBD**	**Date Compiled:**	**December 2019**

Attributes	Essential	Desirable
Knowledge	• Basic understanding of software applications and databases and their use within a corporate context. • Good understanding of a broad range of IT systems and software. • Knowledge of project lifecycle.	• Understanding of software delivery lifecycle approaches: Agile/waterfall
Skills	• Excellent documentation skills • Good relationship building skills with the ability to communicate at all levels (spoken, written, presentation) • Problem solving skills • Some data and/or system analysis skills • Well organised with good self-planning and prioritisation skills	
Experience	• Some experience of configuring software applications • Some experience of investigating/testing out new system functionality • Maintaining system documentation • Working as part of a team	• Experience of working within a project-lifecycle focused environment
Qualifications	• Degree level qualification	

Competencies	COMPETENCY - Essential	LEVEL	COMPETENCY - Desirable	LEVEL
	Team working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.	2	**Adaptability** Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.	1
	Customer Focus Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction	2		
	Communicating and influencing Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.	2		
	Making Informed Decisions Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.	2		

Person Specification drawn up by:	Martin Rodenby	**Date: 20 December 2019**	
Approved for department by:		**Date:**	

* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK