

Person specification

Job title: Senior SIMS Consultant

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	Experience of training and supporting the following Capita SIMS modules: <ul style="list-style-type: none"> • Nova T-6 Timetable (T6). • Cover 7. • Curriculum Assignment. • Course Manager. • Core modules – STAR 7. • SIMS .net Reporting. 	Experience of training and supporting the following Capita SIMS modules: <ul style="list-style-type: none"> • Assessment Manager. • Performance Analysis. • Exams Organiser. • Fees Billing. • FMS. • Advanced SIMS.net Reporting. • Attendance / Lesson Monitor. 	Application Form supplemented by interview
Qualifications/ Training	<ul style="list-style-type: none"> • Good standard of education; i.e. 5 GCSEs or equivalent, including English & Maths. • Comprehensive knowledge and experience of business application software including the use of Microsoft Office (Word, PowerPoint, Access, Excel and Outlook) and contact databases. 	<ul style="list-style-type: none"> • Training qualification 	Application Form
Specialist Skills /Aptitudes	<ul style="list-style-type: none"> • Excellent people skills and in particular a confident and pleasant manner. • Ability to communicate persuasively at all levels of the organisation. 	<ul style="list-style-type: none"> • Technical awareness. • Good problem solving skills. 	Application Form supplemented by Interview

- Sound knowledge of Government legislation in education.
- The ability to work both within a team, independently and to manage own time and workload effectively.
- Ability to work under pressure.
- Strong organisational and administrative skills.
- Drive, energy and commitment to deliver on demanding targets.

Disposition/
Attitudes

- Accurate and able to work to deadlines.
- Professional, friendly and approachable manner.
- Commitment to personal development.
- Self motivated and enthusiastic worker.
- Commitment to growing the business.
- Diplomatic and sensitive in dealing with enquiries.

- Ability to build and sustain client relationships.
- Interest in business development and sales opportunities.

Interview

Other Criteria

- Willingness to undertake a DBS check.
- Willingness to travel to various customer sites as required
- Evidence and demonstration of the above skills & attributes.

- Flexible in approach to work time and arrangements

Application Form