# Substance Data Manager Post – Application Form – Summary of Skills and Experience

Please complete this form and show:

* What skills and/or qualifications you have relating to the Essential and Desirable competencies required for the post – for instance your degree, or specific survey techniques.
* What experience you have that demonstrate these skills – where you have used these skills, such as in a particular institution and project.

We do not need huge amounts of detail here, but we do need enough to be able to see that you have the right experience. If you are invited for interview, you will be able to show or speak about your skills and experience in more detail.

Please note that there is a maximum limit of 100 words per competency.

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| Competency | Your Skills and/or Qualifications | Your Experience  |
| Essential |  |  |
| Excellent research and organisational skills. |  |  |
| Excellent numerical and analytical skills. |  |  |
| Excellent teamwork skills, both as a member and a leader of a team. |  |  |
| Excellent IT skills (including data handling and analysis using relevant computer applications). |  |  |
| Excellent communication and interpersonal skills. |  |  |
| Critical thinker. |  |  |
| Attention to detail. |  |  |
| Self-motivated, goal-oriented and able to accomplish assignments/tasks with little or no supervision. |  |  |
| Excellent customer service skills. |  |  |
| Must have knowledge of working business standards that are relevant to the industry in which the organisation operates. |  |  |
| Desirable  |  |  |
| A Bachelor’s degree or higher with an emphasis on data management, data analysis, computer science or statistics. |  |  |
| Knowledge and interest in relevant sport sectors, research subjects and client types, along with an ability to be an adaptive learner.  |  |  |
| A minimum of 1 year experience as a data manager/analyst in a reputable company. |  |  |
| Knowledge and experience of using MySQL and R (the programming language). |  |  |
| Experience utilising social media for research – data collection, sentiment analysis, publicising research etc. |  |  |
| Ability to help manage elements of research projects and team members. |  |  |