

PERSON SPECIFICATION
Management Support Officer
Vacancy reference: 0391-24

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Ability to work and communicate professionally and effectively with staff at all levels of seniority, as well as with student representatives. The ability to use different forms of communication, as appropriate, verbal, written and via selected use of media.	Essential	Supporting Statements/ Interview
Experience of using Microsoft Office 365, especially outlook but also including Teams and Excel.	Essential	Supporting Statements/Interview
Recent University Graduate. Any subject.	Essential	Application Form
The ability to work as part of a team and the ability to take instruction and feedback.	Essential	Interview/Application
Good level of literacy and articulacy	Essential	Interview
Willingness to undertake ongoing professional development and training	Essential	Interview
Event management experience.	Desirable	Supporting Statements/ Interview
Understanding of GDPR and an understanding of professional confidentiality and discretion.	Essential	Interview
An understanding of the role and significance of universities in local, national and international activities.	Desirable	Supporting Statements/ Interview
Experience of studying and/or working at Lancaster University	Desirable	Application Form

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.