

PERSON SPECIFICATION

Head of Commercial Services (LUSU)

vacancy ref: 0696-24

	Essential /Desirable	*Application Form/ Supporting Statements/ Interview
Skills and experience		
Educated to degree level or equivalent; or with a good standard of education.	Desirable	Application form
Proven experience of business development in a range of situations/sectors.	Essential	Supporting statement/ interview
Experience of producing and implementing strategic, operational and business plans	Essential	Interview
Experience of producing budgets and managing the financial performance of commercial operations; producing financial and statistical reports; project planning.	Essential	Application/ supporting statements/ interview
Experience of management of several outlets or business areas in at least one of: retail sector; licensed trade; catering; lettings; other similar environment.	Essential	Application/ interview
At least 3 years experience of managing staff to achieve excellent results.	Essential	Application form/ interview
Experience of consistently meeting demanding targets in a busy environment.	Essential	Supporting statement/ Interview
Experience of providing good customer service to a wide range of users.	Essential	Supporting statement/ interview
Good understanding of licensing regulations, statutory regulations and best practice in the retail and licensed trades.	Essential	Application form
Good understanding of Health and Safety policy and procedures.	Essential	Application/ Supporting statement
Good understanding of communications and marketing techniques.	Desirable	Supporting statement/ interview
Good understanding of the Students' Union movement.	Desirable	Supporting statement/ interview
Personal attributes		

A professional approach, exhibiting sound judgement and with the ability to handle competing priorities, achieving results and deadlines.	Essential	interview
Good range of communication skills including making formal presentations and preparing business proposals.	Essential	interview
Ability to develop productive relationships with a range of stakeholders, and relate to people at all levels.	Essential	Supporting statement/ interview
Experience of providing good customer service to a wide range of users.	Essential	Supporting statement/ interview
Excellent IT skills and the ability to use a wide range of Office, and other applications.	Essential	Application form
A strong commitment to working in a democratic and student-led environment.	Essential	interview
Commitment to the principles and practice of equal opportunities	Essential	Supporting statement/ interview
Personal license holder	Desirable	Application form
Holder of a full, clean driving license	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.