

**PERSON SPECIFICATION**

**Vacancy reference: 0795-24**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview**  |
| Educated to degree level or equivalent qualification or work experience in relevant area | Essential | Application Form |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Supporting Statements / Interview |
| Exceptional project management and organisational skills combined with a strong attention to detail and the ability to organise own workload, including anticipating future workloads. | Essential | Supporting Statements/Interview |
| Proven ability to work with and manage teams, enthusing and motivating them to achieve results | Essential | Supporting Statements / Interview |
| Strong ability to build and nurture effective relationships and networks, internally and externally, influencing stakeholders at all levels and managing change | Essential | Interview / Supporting statements |
| Able to take an innovative approach in identifying and analysing issues and developing effective solutions to problems and challenges. | Essential | Supporting Statements / Interview |
| Knowledge and experience of developing and managing effective business process systems to achieve business success. | Essential | Supporting Statements / Interview |
| Commitment to undergo further training and personal development to meet strategic and operational requirements. | Essential | Interview |
| Ability to work flexibly including some evenings and weekends without supervision. Ability to undertake limited travel overseas. | Essential | Interview  |
| Proven track record of developing and delivering a recruitment or sales strategy across multiple communication channels | Desirable | Supporting Statements / Interview |

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* **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 as part of their application 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.