**Person Specification – Assistant Organisational Developer**

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you're a suitable fit for this position. Further advice and guidance can be found here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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|  | **Essential/Desirable** | **Application form/Supporting statements/Interview** |
| Demonstrate your knowledge of organisational development frameworks, change management and organisational design relevant to the role. Demonstrate the ability to see interdependencies and the whole system. | Essential | Supporting Statement/Interview/Test |
| Experience of applying Organisational Development tools and models including current tools and techniques for undertaking organisation diagnostics and gathering information and data. | Essential | Interview |
| Provide examples of your interpersonal skills and experience of building relationships and networks with a range of internal and external stakeholders and colleagues to manage and motivate change. | Essential | Application Form and uploaded CV and covering letter/Supporting statements/Interview |
| Demonstrate with examples your project management skills including the ability to plan, prioritise and undertake a programme of work to meet set budgets and deadlines. Show how you have worked independently and with a high degree of professional integrity to get results. | Essential | Application Form and uploaded CV and covering letter/Supporting statements/Interview |
| Provide examples of your communication skills, both oral and written, including demonstrating your experience of facilitating and delivering organisational development activity to a range of audiences using blended/hybrid approaches. | Essential | Application Form and uploaded CV and covering letter/Supporting statements/Interview/Test |
| Demonstrate your ability to analyse data and findings to generate options and build solutions. | Desirable | Interview/Test |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test, but you will be given some notice if this is the case.