

PERSON SPECIFICATION
Global Experiences Administrator
Vacancy Ref:

Criteria	Essential / Desirable	* Application Form / Supporting Statements / Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application form / Supporting Statements / Interview
Experience of supporting students, customers or other stakeholders, demonstrating a professional and customer-focused approach.	Essential	Supporting statements / Interview
Excellent communication and interpersonal skills, with the ability to communicate effectively and build positive relationships with students, colleagues and other stakeholders.	Essential	Supporting statements / Interview
Self-motivated individual who can manage competing deadlines through a conscientious approach to work and a high level of attention to detail.	Essential	Support statements / Interview
Experience of accurately maintaining records and entering, managing and retrieving data using databases and other record systems.	Essential	Supporting statements / Interview
Experience of working in an administrative, office or customer service environment (within a Higher Education environment would be beneficial).	Essential	Supporting statements / Interview
Ability to work accurately under pressure, both independently and as part of a team.	Essential	Interview
Ability to support across projects, including occasional evening and weekend work, to meet the needs of the role.	Essential	Interview
Commitment to ongoing personal development and training.	Essential	Interview

- **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 e.g. 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.