

**PERSON SPECIFICATION**  
**Administration and Graduate Placement Manager**  
**Vacancy Ref: N1237**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of supporting large scale ERDF projects (or equivalent funding) involving multiple stakeholders	Essential	Supporting statements / Interview
Evidenced ability to support financial management, control and attention to detail on financial claims and reporting on publically funded projects	Essential	Supporting statements / Interview
A clear understanding of the motivations and challenges faced by the academic community, postgraduate and undergraduate research students	Essential	Supporting statements / Interview
Evidenced ability to support student projects between SMEs and academic colleagues or similar	Essential	Supporting statements / Interview
Evidenced experience of supporting business engagement events, training and marketing to business	Essential	Supporting statements / Interview
Experience of university procurement frameworks and managing project purchases (specifically relating to ERDF or equivalent funding)	Desirable	Supporting statements / Interview
Experience of managing a small team of administrative staff	Desirable	Supporting statements / Interview
Experience of working with support teams across the university such as the Project Support Unit, Procurement, Travel or similar.	Desirable	Supporting statements / Interview
A first degree in a relevant discipline	Desirable	Application form

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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 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.

