

PERSON SPECIFICATION
Employer Engagement Manager
Vacancy Ref: A1911

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Qualified with a first degree (or equivalent) or with significant experience of working in an equivalent role.	Essential	Application Form/Supporting statements
Can demonstrate with examples the ability to convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting statements
Can demonstrate with examples knowledge and experience of working with or within Times Top 100 graduate recruiting companies.	Essential	Supporting Statement/Interview
Can evidence a wide experience of developing and maintaining effective external relationships using negotiation and influence to gain co-operation and foster productive partnerships.	Essential	Supporting Statement/Interview
Can evidence the ability to apply professional/specialist recruitment, industry or sector knowledge to analyse complex problems and recommend solutions/plans of action to support the employer engagement strategy.	Essential	Supporting Statement/Interview
Can demonstrate the ability to lead a team and work co-operatively and flexibly with colleagues and enthuse and motivate others, achieving results through others without using line management authority.	Essential	Supporting Statement/Interview
Presents evidence of effective personal, written and oral communication skills and the ability to present information in an accurate and appropriate format.	Essential	Application Form /Supporting statements/Interview
Can evidence experience of event or project planning and has the ability prioritises and manage workload including the scheduling of resources to successfully meet competing demands with conflicting priorities and tight deadlines.	Essential	Supporting Statements/ Interview
Ability to analyse data using Microsoft Office packages and can present accurate information to a range of audiences.	Essential	Application form/Interview
Commitment to undergo further training through operational requirements and personal development	Essential	Interview
A flexible approach to work and to willingness to travel nationally and internationally when required.	Essential	Interview
Experience of managing income, expenditure and budgets within a professional environment.	Desirable	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.