

**PERSON SPECIFICATION**

**Student Employability Officer: Science & Technology**  
Ref: N1463

Criteria	Essential/ Desirable	
Qualified with a first degree (or equivalent)	Essential	Application form
Can demonstrate with examples an appropriate rationale for applying for this post	Essential	Application form/supporting statements
Evidenced experience of working to tight deadlines and high professional standards.	Essential	Application form/supporting statements
Understanding of the current graduate labour market	Essential	Application form/supporting statements
Strong written and oral communication skills with ability to explain information in a clear and understandable way	Essential	Application form/supporting statements and interview.
Creative ability to solve problems, apply novel approaches and work under pressure	Essential	Interview.
Demonstrable enthusiasm to develop opportunities for students to gain employer-experience while studying	Essential	Interview.
A very well developed and evidenced understanding and enthusiasm for the provision of a high quality service to departments and their students	Essential.	Interview.
Experience in careers guidance related activities in a further or higher education setting	Essential	Interview/supporting statements.

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. 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.