

**Person Specification
UG Placements and Internships Officer
Vacancy Ref: N1468**

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent qualification and relevant experience of working in a careers role and/or with undergraduate students/clients in an environment of high quality delivery of advice and guidance.	Essential	Application Form
Experience of effective liaison with graduate employers and evidence of creating opportunities for students to engage with employers.	Essential	Supporting Statements/Interview
Experience of designing and delivering careers related lectures and workshops. A confident and professional presenter.	Essential	Supporting Statements/Interview
Experience of offering one to one careers advice and guidance to students and/or evidence of success in helping students to secure work experience opportunities.	Essential	Supporting Statements/ Interview
Excellent oral and written communication skills and the ability to present information in an accurate and appropriate format. Evidence of creating and maintaining information on databases and producing management reports.	Essential	Application Form/ Interview
Motivated and proactive, demonstrating a collaborative approach to work. Able to convey an appropriate rationale and interest in applying for this particular post with a commitment to undergo further training and personal development as deemed appropriate by your line manager.	Essential	Supporting Statements/Application Form/ Interview
Willingness to work flexible hours including occasional evening and weekend work. Willingness to travel nationally regularly and occasionally internationally.	Essential	Supporting Statements/ Interview
Postgraduate Diploma in Careers Guidance or similar.	Desirable	Application Form
Experience of promoting opportunities to students through a wide range of media including flyers, emails, web pages, newsletters and social media.	Desirable	Application Form