

PERSON SPECIFICATION
Recruitment and Conversion Coordinator
Vacancy Ref: N1590

Criteria	Essential/ Desirable	Application Form/ Supporting Statement/ Interview
Track record of undertaking customer engagement activities through a variety of communication channels	Essential	Supporting Statement /Interview
Demonstrable knowledge of the UK higher education sector, current issues and relevant legislation	Essential	Supporting Statement /Interview
Demonstrable ability to contribute and work to complex processes in order to successfully deliver to a plan	Essential	Supporting Statement /Interview
Strong ability to build and nurture effective relationships and networks, influencing stakeholders at all levels	Essential	Supporting Statement /Interview
Confident and effective presentation skills	Essential	Interview
Flexibility; adapting to changing priorities, timescales and work location	Essential	Supporting Statement /Interview
High competency in MS Office applications and ability to learn internal management information systems	Essential	Interview
Previous experience in a student-facing role in the Higher Education sector	Desirable	Supporting Statement /Interview
Experience of working in a university business school	Desirable	Application Form

- **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.

