PERSON SPECIFICATION
Admissions Officer (Data and Projects)
Vacancy Ref: N1750

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Demonstrable project management and organisation skills, presentation skills and the ability to deliver training on a one-to-one or group basis	Essential	Application Form / Supporting Statement / Interview
Excellent IT skills, including the use of Microsoft Office (in particular Excel) and Tableau (or similar) with experience of data reporting and analysis	Essential	Application Form / Supporting Statement / Interview
Relevant experience in an administrative / office environment	Essential	Application Form / Supporting Statement / Interview
Excellent written communication skills for a variety of audiences. Highly numerate with a high degree of accuracy and an eye for detail	Essential	Application Form / Supporting Statement / Interview
Excellent verbal communication skills and the ability to interact with a wide range of people, both face-to-face and on the phone.	Essential	Interview
Able to work effectively as an individual and as part of a team and with a flexible approach to work	Essential	Application Form / Supporting Statement / Interview
Ability to take an innovative approach in identifying and analysing issues and developing effective solutions to problems and challenges	Essential	Application Form / Supporting Statement / Interview
Experience of working in undergraduate or postgraduate admissions in Higher Education	Desirable	Application Form
Educated to degree level or equivalent professional qualifications or experience	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.