

PERSON SPECIFICATION
Interim Director of Employability
Vacancy Ref: A2518

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or higher	Essential	Application Form
Postgraduate qualification which could be in Careers Information, Education and Guidance or willingness to obtain this or a suitable equivalent qualification	Desirable	Application Form
Significant leadership experience including operating multi-disciplinary functions, managing large teams, budgetary management and leading complex projects	Essential	Application Form/Supporting statements/interview
Experience of leading careers and employability activities	Desirable	Application Form/supporting statements/interview
In-depth knowledge and understanding of graduate labour market and future developments in graduate employability	Essential	Application Form/Supporting statement/interview
Demonstrable experience of networking, building relationships and engagement with senior decision-makers in external organisations	Essential	Interview
Understanding of curriculum and co-curriculum design and implementation for the development of graduate talent	Essential	Application form/supporting statement/interview
Demonstrable experience of service design and effective stakeholder engagement, to inform and assure service delivery	Essential	Application form/supporting statement/interview
Highly-skilled in analysing data and producing high quality reports and presentations for internal and external audiences	Essential	Interview
Demonstrable experience of using IT systems to support service delivery and produce accurate and relevant information	Essential	Application form/supporting statement/interview
Well-developed aptitude for driving activity through performance indicators and other measures of success	Essential	Interview
Strong negotiation and influencing skills and strong political awareness	Essential	Interview

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- **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.