

PERSON SPECIFICATION
Disability Advisor
Vacancy Ref: A2690

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
GCSE A* - C Maths and English (or equivalent) as a minimum.	Essential	Application Form
Experience of working with people with a wide range of disabilities ideally in a higher education context. A thorough understanding of their varying needs, the legislative framework, and the available support.	Essential	Application Form / Supporting Statement / Interview
Highly effective interpersonal and communication skills, with the ability to liaise with a wide cross section of people both internal and external to the university, and to maintain confidentiality and Data Protection protocols as appropriate	Essential	Supporting Statements/ Interview
The ability to present information clearly and accurately in a variety of written formats and verbal presentations to support training delivery and the implementation of student support.	Essential	Application Form/ Supporting Statement/ Interview
Ability to work in a team and have a flexible approach to work including displaying emotional resilience and empathy for others. Demonstrated ability to manage yourself and support others when facing difficult situations	Essential	Supporting Statements/ Interview
Experience of effectively undertaking complex administrative processes and use of IT systems (including MS Office and financial computer systems) to maintain records, to assimilate, analyse and present data and to support service delivery	Essential	Application Form / Supporting statements / Interview
Ability to monitor, research and analyse data and produce reports, presenting information in an accurate and appropriate format	Essential	Supporting Statement/Interview
Ability to act on initiative and to be proactive in identifying opportunities and solutions. Experience of prioritising workload to meet competing deadlines and to manage complex case work.	Essential	Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form / Interview

Ability to undertake occasional evenings and weekends (e.g. to cover Open Days)	Essential	Application form/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.