

**PERSON SPECIFICATION**  
**Head of Engagement for the Work Foundation**  
**Vacancy Ref: A3493**

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Postgraduate Degree or equivalent professional level and advanced skills that would typically require training and / or several years work experience as a practitioner	Essential	Application form
Extensive knowledge of areas pertinent to understanding the world of work and labour markets including management and working practices, Human Resources Management, skills development, policy within employment and skills.	Essential	Application form/Interview
Exceptional interpersonal abilities needed to build relationships with external stakeholders and decision makers, as well as the development of substantive partnerships, including those supported by funding	Essential	Supporting statement/interview
Extensive experience of deploying high quality research and insight to develop, influence and deliver public policy and practice, with a focus on skills and employment or other related fields as a particular advantage	Essential	Supporting statement/interview
Ability to plan and deliver a significant engagement programme up to a year ahead capable of strategically influencing policymakers and practitioners	Essential	Supporting statement/interview
Ability to take complex policies and strategies and transform them into workable solutions	Essential	Supporting Statement/Interview
Strong people management skills and demonstrated ability to manage people to achieve corporate and professional development goals	Essential	Supporting Statement/Interview
Excellent communication skills including exceptional report writing, briefing and verbal communication skills appropriate to dealing with high profile and senior stakeholders	Essential	Supporting statement/interview

Experience of bidding for and securing funding from any of the following bodies: research councils, private sector organisations	Essential	Supporting statement / interview
Experience of engaging with the press, developing dissemination and outreach strategies to increase the reach of research work.	Desirable	Supporting statement/interview

- **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 e.g. 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.

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