

PERSON SPECIFICATION
Student Casework and Data Manager
Vacancy Ref: A3524

Criteria	Essential / Desirable	*Application Form/ Supporting Statement / Interview
Educated to degree level or equivalent	Essential	Application Form
Experience of successfully working in a health or wellbeing services environment, preferably in an educational setting	Essential	Supporting Statement / Interview
Experience of successfully managing casework involving a large set of stakeholders and partners and involving high levels of risk	Essential	Supporting statement/interview
Working knowledge of regulations and practices associated with health, data protection, safeguarding and Prevent	Essential	Supporting Statement / Interview
Strong data management skills and experience of producing management information/reports	Essential	Supporting statement/interview
Significant recent experience of managing and motivating a diverse team, using emotional intelligence to deliver innovative and excellent services	Essential	Supporting Statement / Interview
Demonstrable experience of operating successfully in a highly-regulated, rapidly changing environment and of fulfilling assurance and compliance requirements	Essential	Supporting Statement / Interview
Demonstrable influencing skills and ability to engender confidence at senior levels	Essential	Supporting Statement / Interview
Demonstrable skills in planning, management and organisation	Essential	Supporting Statement / Interview
Strong written and verbal communication skills with ability to express complex ideas to a range of audiences	Essential	Supporting Statement / Interview
Evidence of constructively challenging existing practice and identifying and implementing innovative alternatives with positive results	Essential	Supporting Statement / Interview
Knowledge and understanding of higher education in a global context, including issues affecting students	Desirable	Supporting Statement / Interview
Experience of project management	Desirable	Supporting statement

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statement** - 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 competency based interview questions, tests and/or presentation.