

PERSON SPECIFICATION
Undergraduate Coordinator (Foundation and Year 1)
Vacancy Ref: N2674

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Substantial and evidenced experience of planning and prioritising workloads to meet competing deadlines.	Essential	Supporting Statement/Interview
Effective numeracy and IT literacy, to include GCSE Maths and English at Grade C or above.	Essential	Application Form
Evidenced experience of using a range of Microsoft Office packages including Excel and Word at an advanced level.	Essential	Application Form/Interview
Substantial and evidenced experience of planning and prioritising workloads to meet competing deadlines.	Essential	Application form/Supporting Statement/Interview
Substantial and evidenced experience of self-directed working and teamwork.	Essential	Application form/Interview
Evidenced ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism.	Essential	Application form
Experience of handling confidential information and knowledge of data protection regulations.	Essential	Application form
Ability to work flexibly in order to meet deadlines.	Essential	Interview
Evidenced commitment to ongoing personal development and training.	Essential	Supporting Statement/Interview
Evidenced experience of working within an NHS or Higher Education environment.	Desirable	Application Form
Experience of placement and timetabling provision for undergraduate students.	Desirable	Supporting Statement/Interview
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format.	Desirable	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.