

PERSON SPECIFICATION
Partnerships, Business Engagement & EDI Manager NextGenChem (1 FTE)
Vacancy Ref: A3527

Criteria	Essential/ Desirable	Application form/Supporting Statement/Interview*
Relevant degree level qualification or equivalent	Essential	Application Form
Experience of delivering complex projects to completion and timescales	Essential	Application Form/Supporting Statements/Interview
Extensive knowledge of relevant equality and diversity legislation and the practical application of it	Essential	Application Form/Supporting Statements/Interview
Experience of equality charter marks/frameworks	Essential	Application Form/Interview
In depth knowledge of the EDI Agenda within the Higher Education context	Desirable	Application Form/ Presentation/Supporting Statement
Experience of working in higher education	Desirable	Application Form/ Interview
Experience of working with and influencing senior management	Essential	Application Form/Interview/
Experience of designing and developing workshops for SME engagement	Desirable	Application Form/ Interview
Experience in creating toolkits for stakeholders that enable the adoption of innovative approaches into an organisation	Desirable	Supporting Statements/Interview
Understanding of the research/innovation funding environment for SMEs and SME-Academic, preferably in the field of Chemistry.	Desirable	Supporting Statements/Interview
Experience of working with/for small and medium sized businesses, and understanding of their needs	Desirable	Application Form/Supporting Statements/Interview
The ability and willingness to travel to external meetings and events	Essential	Supporting Statements
Excellent oral and written communication skills	Essential	Application Form/Interview
The ability to work strategically and operate confidentially and innovatively in a high level environment	Essential	Supporting Statements/Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. 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.