

PERSON SPECIFICATION - Covid-19 Student Support Manager
Reference Number : A3560

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
Educated to degree level or equivalent qualification or work experience in a relevant area	Essential	Application Form
Experience of business planning including the scheduling of resources to successfully meet competing demands	Essential	Supporting Statements/ Interview
Experience of project management and successful completion of projects/operational plans	Essential	Supporting Statements/ Interview
The need to understand organisational needs and objectives and to devise and implement strategies and operational plans which deliver these	Essential	Supporting Statements/ Interview
Advanced level user of Microsoft Office applications and confident working and managing teams online	Essential	Application Form/ Supporting Statements
The ability to present information in an accurate and appropriate format	Essential	Application Form
Ability to work pro-actively and independently	Essential	Supporting Statements
Experience of delivering student support, preferably in a higher education environment	Desirable	Supporting Statements/ Interview
Summarises and interprets complex, conceptual and special matters to aid others understanding	Desirable	Interview
Able to work in a team and enthuse and motivate others, achieving results through others without necessarily using line management authority	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 or presentation etc.