

**Person Specification**

**Department of Accounting and Finance – Teaching Co-ordinator (Part 1)**

| Criteria | Essential/ Desirable | Application Form/ Supporting Statements/ Interview \* |
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| The ability to convey an appropriate rationale and interest in applying for this particular post | Essential | Application Form |
| The ability to demonstrate high levels of literacy and numeracy, through qualifications, and or relevant experience. | Essential | Application Form |
| Demonstrable experience of providing a high level of customer service, preferably in a student facing environment. | Essential | Application Form/Supporting Statements/Interview |
| Demonstrable ability to present information accurately, and to communicate effectively (both written and verbal) with a wide range of people, in a timely, supportive and professional manner | Essential | Application Form/Supporting Statements |
| Demonstrable ability to prioritise workload effectively to meet competing deadlines | Essential | Supporting Statements/ Interview |
| Experience of working with administrative processes in a Higher Education or other student support environment | Essential | Interview |
| The ability to work in a team and enthuse and motivate others | Essential | Supporting Statements/ Interview |
| Commitment to undergo further training through operational requirements and personal development | Essential | Interview |
| Experienced IT user, able to demonstrate appropriate and effective use of Microsoft Office packages and the ability to work with new systems and software in an evolving digital environment | Essential | Supporting Statements |
| Experience of using LUSI student records system and Moodle virtual learning environment  | Desirable | Application Form |

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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.