

**PERSON SPECIFICATION**

**Faculty Placements Officer**

**Vacancy Ref:**

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| 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 |
| Knowledge of the HE environment and the graduate recruitment market within the UK. | Essential | Application Form/ Supporting Statements/  Interview |
| Experience of working in a student facing role and an understanding of student employability needs. | Essential | Application Form/ Supporting Statements/  Interview |
| Excellent oral and written communication skills with a demonstrated ability to engage with a wide range of organisations and groups. | Essential | Application Form/ Supporting Statements/  Interview |
| A demonstrated ability to prioritise own workload and work to a high level of accuracy. | Essential | Application Form/ Supporting Statements/  Interview |
| Ability to work as part of a team and experience of supervising staff. | Essential | Application Form/ Supporting Statements/  Interview |
| Experience of using a range of standard office ICT applications, with the ability to learn new software applications. | Essential | Application Form/ Supporting Statements/  Interview |
| Experience of updating web pages, and creating and updating materials through different channels including social media. | Essential | Application Form/ Supporting Statements/  Interview |
| Experience of working in non-HE organisations (for profit; social enterprise; or non-profit). | Desirable | Application Form/ 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 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.