

PERSON SPECIFICATION

PGR Coordinator Lancaster Environment Centre

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/**  **Interview** |
| Able to demonstrate high levels of literacy  and numeracy, through qualifications, and or relevant experience. | Essential | Application Form / Interview |
| Able to convey an appropriate rationale and interest in applying for this particular post, and a commitment to the ongoing  development of skills and experience. | Essential | Application Form / Interview |
| Demonstrate experience of providing a  high level of customer service. | Essential | Supporting Statements / Interview |
| Demonstrate the ability to communicate effectively (both written and verbal) with a wide range of people, in a timely, supportive and professional  manner and present information accurately. | Essential | Supporting Statements / Interview |
| Demonstrate the ability to prioritise workload effectively to meet competing deadlines, and the ability to work  effectively within a team. | Essential | Interview |
| Demonstrate an understanding of the importance of the appropriate handling of personal data, and preferably demonstrate experience in handling confidential/  personal data. | Essential | Supporting Statements/Interview |
| Experienced IT user, able to demonstrate:   1. appropriate and effective use of Microsoft Office packages, databases; and 2. the ability and willingness to adapt to   work with new IT systems and software in an evolving digital environment. | Essential | Application form  /Interview |
| Experience of working with administrative processes in a Higher Education/Student support environment or other large Organisation | Desirable | Application form / Supporting Statements |
| Experience in committee servicing/note  taking | 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 e.g award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement as part of their application 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, presentations etc.