

**PERSON SPECIFICATION**

**Travel Supervisor**

**Vacancy Ref: 0262-23**

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| Criteria | Essential/ Desirable | Application Form / Supporting Statements/ Interview \* |
| Experience of managing a team and meeting team targets and meeting deadlines | Essential | Supporting Statement |
| Effective numeracy, literacy and word processing skills (GCSE Maths and English at grade C or above or equivalent ) | Essential | Application Form |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Supporting Statement |
| Experience of working in a travel related environment with a good customer service approach | Essential | Supporting Statement/ Interview |
| Experience of contract management and working within the supply chain | Essential | Supporting Statement/ Interview |
| The ability to receive and present information in an accurate and appropriate format. How have you previously identified opportunities from management information? | Essential | Supporting Statement/Interview |
| Ability to manage a work with objectives and outputs and be able to identify process improvements | Essential | Interview |
| Experience of prioritising workload to meet competing deadlines | Essential | Interview |
| Experience of handling confidential information. | Essential | Interview |
| Good communication skills and working with others | Essential | Interview |
| Commitment to ongoing personal development and training | 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, presentation etc.