

**PERSON SPECIFICATION  
Assessment Officer  
Vacancy Ref: NXXX**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Educated to degree level or equivalent professional qualifications or experience. | Essential | Application Form |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application Form/Interview |
| Experience of day-to-day oversight of administrative processes requiring attention to detail and strict adherence to procedures, ideally in high-stakes environment. | Essential | Supporting Statement/Interview |
| Experience of line management or supervision with evidence of supporting and influencing others. | Essential | Supporting Statement/Interview |
| Advanced IT competency across a range of Microsoft Office and bespoke applications, in particular Excel (handling of large data sets) and Mac hardware (iPads). | Essential | Application form/Supporting Statement/Interview |
| Ability to work under pressure to manipulate and present accurate data. | Essential | Supporting Statement/Interview |
| Evidenced ability to work calmly under pressure, flexibly and adapt to changing priorities and timescales, as an individual and as part of a team. | Essential | Supporting Statement/Interview |
| Evidence to demonstrate a high level of organisational skills. | Essential | Supporting Statement/Interview |
| Evidenced experience of handling confidential information and knowledge of Data Protection legislation. | Essential | Application Form/Interview |
| An ongoing commitment to professional development. | Essential | Application Form/ 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.