

## Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

**Job Title: Digital and Technology Solutions Professional Degree Apprentice (Cyber Security) (4)**

**Faculty/School/Service: Digital and Technical Services**

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	<b>Positive and professional attitude.</b> Positive and passionate about the work they undertake, with a deep sense of pride in contributing towards university outcomes.	E	A, I
2	<b>Commitment to Learning.</b> An absolute willingness to engage with and acquire the skills and attributes needed to become a successful Digital Solutions Developer.	E	A, I
3	<b>Attention to Detail.</b> The ability to apply appropriate quality standards to all tasks undertaken and ensuring that nothing is overlooked.	E	A, I
4	<b>Customer Focus.</b> Self-motivated, well organised and positive approach to work with the ability to manage and prioritise a complex workload and experience of dealing with challenging and demanding customers; whilst understanding the needs of the internal or external customer needs/requirements and regularly checking with the customer when taking actions or making decisions.	E	A, I
5	<b>Three A Levels or equivalent qualifications or experience.</b> GCSE passes (Grade C or better) in Mathematics & English Language.	E	A
6	<b>Flexible attitude.</b> Strong delivery ethic, open to change and committed to completing the Apprentice Program.	E	A, I
7	<b>Creativity and Innovation.</b> The ability to find and develop creative solutions to organisational problems or initiatives that delight customers.	D	A, I
8	<b>Analytical and Critical Thinking.</b> Applies these skills to Technology Solutions development, to systematically analyse and apply structured problem solving techniques to complex systems and situations. Competent in active listening and in leading, influencing and persuading others.	D	A, I
9	<b>Collaborative working.</b> Able to work in multi-disciplinary teams, and be willing to support work that isn't part of a core role. Develop a shared understanding of each other's strengths and weaknesses to enable collaborative working. With evidence of a solutions based approach and the ability to identify issues and to work with others to put in place effective, long term remedies, whilst also having the ability to deal with all types of stakeholders, including difficult customers.	D	A, I

10	<b>Cybersecurity Awareness.</b> Knowledge, experience and the desire to learn about current cybersecurity threats (Phishing, DDoS, Ransomware, Malware, etc), and the tools and techniques used to detect, prevent and respond to them.	D	A
11	<b>Interpersonal, written and verbal communication skills.</b> Excellent interpersonal, written and verbal communication skills with the ability to translate often complex information into easy to understand messages for a range of audiences.	D	A, I

*In the case of Apprentice roles, certain Professional, interpersonal and business skills are expected to be built upon as part of the Apprentice Program – these are marked below as an ‘Acquired’ behaviours but any demonstration of these attributes is still desirable at application stage.*

No	Selection Criteria Description	Acquired [A]	Assessed by *
12	<b>Verbal Communication Skills.</b> Makes concise, engaging and well-structured verbal presentations, arguments and explanations.	A	I
13	<b>Commitment to Professional Development.</b> Able to give and receive feedback constructively and incorporate it into his/her own development and life-long learning.	A	A, I
14	<b>Research.</b> Able to conduct effective research, using literature and other media, into IT and business related topics.	A	A
15	<b>Business Acumen.</b> Have demonstrated that they have mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality.	A	A

<b>*Key</b>	
<b>[A] Application form</b>	<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, ‘Supporting Statements’</b>
<b>[I] Interview</b>	<b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>