



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: Business Engagement Development Coordinator
School/Service/Institute: Business Engagement

| Selection Criteria Description | <i>Essential or Desirable</i> | <i>Application and/or Interview</i> |
|--|-------------------------------|-------------------------------------|
| GCSE Maths and English or equivalent | E | E |
| Excellent verbal and written communication skills with the ability to convey information to a diverse audience of internal and external stakeholders | E | A/I |
| High level of accuracy and attention to detail | E | A/I |
| A proven track record of achieving income generation targets | E | A/I |
| Good interpersonal skills with the ability to effectively deal with students, staff and employers at all levels | E | A |
| Ability to make independent decisions on the best course of action from enquiries | E | I |
| Self-motivated, positive thinker with a 'can do' attitude, a sense of purpose and the drive to achieve agreed goals with a commitment to deliver a high-quality student experience | E | A/I |
| Ability to work on own initiative | E | A |
| Excellent organisational and time management skills | E | A/I |
| A strong level of digital skills to include Microsoft Office packages | E | A |
| Collaborative team-oriented working style | E | A/I |

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