



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: Apprenticeship Officer

Service: Business Engagement

Selection Criteria Description	<i>Essential or Desirable</i>	<i>Application and/or Interview</i>
Skill level equivalent to achievement of first degree or equivalent experience	E	A
Knowledge and understanding of the ESFA higher and degree apprenticeships rules	E	A/I
Experience of managing operational administration in Higher/ Further Education including compliance, data, procedures, processes, monitoring of KPIs and finances. Knowledge and understanding of a University Student Record System e.g. SITS	E	A
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 whilst at the same time demonstrating the ability to balance short-term tasks with longer-term activities and objectives	E	A/I
High level of personal integrity and confidentiality	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 and stakeholder 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
Experience of using external statutory software packages and funding systems	D	A/I
An understanding of the University's strategy and values, with the ability to demonstrate behaviors that align to the values	E	I
Successful completion of carbon literacy training, or a willingness to undertake this training as part of ongoing professional development.	D	A

*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.