Professional and Technical Services

Template Person Specification

Guidance:

It is best practice to have no more than 5 criteria per section. This makes the role more attractive to potential candidates and will also assist with shortlisting.

You can only shortlist individuals who demonstrate that they meet these in their application, so please only add criteria which you feel are the minimum essential requirements to undertake the role.

The successful candidate will be able to demonstrate the following attributes:

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| **Qualifications*** (Example) Educated to degree level or equivalent educational/training/work based experience which has involved critical thinking and analysis, research and problem solving.
* (Example) Minimum standard of education demonstrated by GCSEs at Grade C/Grade 4 or above, including Maths and English, or equivalent/higher qualifications.
* Chartered Member of the Chartered Management Institute or requirement to commence this within first 12 months of employment ***(this is an essential requirement for all posts where the postholder will have line management responsibility).***
 | **Experience*** (Example) Experience of working in a large and/or complex organisation.
* (Example) Experience of and a commitment to service excellence and continuous improvement.
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| **Knowledge and Abilities*** (Example) Excellent communication skills: the ability to seek out new information and communicate effectively with colleagues.

May be based around the following:* Communication skills.
* Problem-solving skills.
* Team Working skills.
* Organisational skills.
* Adaptability skills.
* Decision-making skills.
* Leadership skills.
* Analytical thinking skills.
 | **Personal Qualities**Must also include the following as standard:* Commitment to Equality, Diversity and Inclusion.
* Commitment to excellent customer service.
* Demonstrable personal and professional commitment to the University’s strategy, vision and values.
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