



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Educate for Global Impact (EGI) Strategy and Portfolio Support Officer

Division: administratively based in the Data and Technology Services Division
Accountable to: Direct report to Head of Strategy and Portfolio Management: EGI (who reports to the Vice President (Education))

Competency	Criteria	E / D
Communication	Highly developed communication skills, both written and verbal.	E
	Developed skills producing timely and effective notes and/or minutes that support effective work between meetings.	E
	Highly developed skills in adjusting communications styles to suit diverse audiences.	E
	Developed skills building trusted partnerships across diverse stakeholder groups.	E
	Developed influencing and negotiation skills including influencing beyond authority.	D
Teamwork and Motivation	Highly developed staff engagement skills including building credibility and trust in your work with a range of senior and junior colleagues.	E
	Developed ability to grasp a complex organisation and operate in a context sensitive way.	E
	Developed skills in motivating colleagues across a team or teams towards delivering or achieving a common goal.	E
	Developed skills in supporting a variety of stakeholders with differing views to work towards a mutually acceptable conclusion on the development and delivery of an output.	E
Liaison and Networking	Highly developed interpersonal skills including understanding and working well with organisational politics and complex cultures.	E
	Developed ability to build and maintain relationships with multiple teams with different perspectives on the same activity, for example, professional service divisions and academic departments (in a university example).	E



	Ability to identify and engage with other organisations to undertake desk-based research and benchmarking.	D
Initiative and problem solving	Experienced in guiding others to clear decisions and handling high degrees of complexity.	E
	Developed ability to review problems and identify and propose pragmatic and achievable solutions.	E
Knowledge and Experience	Some experience of working on projects.	E
	Experience of producing a range of written materials including powerpoint slide decks for presentations.	E
	Experience of working independently to proactively maintain spreadsheets to monitor and track information, such as actions, tasks, or financial information.	E
	Excellent organisation and time management skills.	E
	Knowledge of portfolio and/or programme and/or project management methodologies.	D
	Experience of working effectively and in a context sensitive way in a complex organisation with a variety of cultures, for example Higher Education.	E
	Experience of working with academics and professional colleagues on educational change.	D
	Educated to degree standard or equivalent.	D
Decision making	Developed skills in decision making and prioritisation with a good understanding of responsibility and accountability.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.