



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be short-listed solely on the extent to which they meet these requirements.

**Job Titles:** Student Recruitment Officer (International – South Asia; the Middle East; Africa)

**Department/Division:** Recruitment & Admissions – Academic Registrar’s Division

**Accountable to:** Deputy Head of Student Recruitment (International & Study Abroad)

Competency	Evidence	E/D	A/I/S
<b>Knowledge and experience</b>	1. Experience of working to and delivering on student recruitment plans and targets	E	A/I
	2. Knowledge of the operating environment for International student recruitment	E	A/I
	3. Experience of making effective use of CRM systems	E	A/I
	4. Experience of setting and maintaining excellent standards of service	E	A/I
	5. Experience of managing budgets effectively and demonstrating the impact of spend	E	A/I
	6. Educated to degree level or equivalent	E	A
	7. Experience of student recruitment activity in the region/s of responsibility.	D	A
	8. Experience of using Salesforce for reporting and intelligence purposes	D	A
<b>Capabilities and skills</b>	1. Excellent attention to detail and accuracy	E	A/I/S
	2. Ability to bring together data from multiple sources of quantitative and qualitative evidence to draw strategic conclusions, make recommendations and deliver change	E	I/S
	3. Ability to self-reflect on personal and team performance and to learn from mistakes	E	I
	4. Proven ability to use initiative and judgement whilst solving problems collaboratively	E	I
	5. Willingness to innovate and learn good practice from third parties	E	I
	6. Ability to communicate effectively with people at all levels and from a wide variety of backgrounds	E	I



	7. Proven ability to understand and convey information in a clear and effective manner to people at all levels	E	A/I/S
	8. Ability to write concise reports and papers for a wide range of audiences, including committees and senior decision-makers	E	I
	9. Confidence in working with senior staff and stakeholders and coordinating cross-institutional activities	E	I
	10. Ability to successfully motivate peers and stakeholders to support your own and institutional strategic objectives	E	I
	11. Ability to develop and deliver persuasive and data-driven business cases	E	I
<b>Other</b>	1. Willingness to work flexibly including occasional evening and weekend work and overseas travel when required	E	A/I

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

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

**A – Assessed at application stage**

**I – Assessed at interview**

**S – Assessed through skills test/presentation**