

## **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.

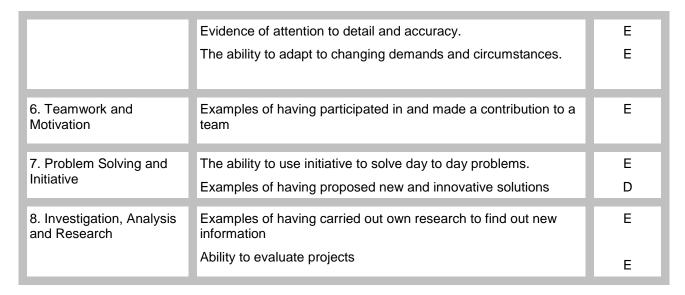
Job title: Entrepreneurship Events & Admin Coordinator (Generate)

Department/Division: LSE Careers Accountable to: Head of Generate and Careers

Consultant

Competency	Criteria	E/D
Knowledge and Experience	Examples of data administration and office procedures	E
	Examples of effectively using Microsoft Office (Outlook, Word	D
	and Excel in particular)	D
	Previous experience of working in Higher Education.	D
	Experience of web page maintenance	$\Box$
2. Communications	Excellent written and oral communication skills.	E
	Examples of handling phone and face-to face enquiries	E
	Ability to communicate in a diplomatic and tactful manner with people at all levels and from a wide variety of backgrounds.	E
	The ability to deal discreetly with confidential matters.	E
	Examples of producing marketing materials	D
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3. Liaison and Networking	Examples of carrying out day to day liaison with a range of colleagues both internally and externally.	E
	Examples of maintaining contacts and developing new ones	E
4. Service Delivery	Examples of proactively assessing customer needs	E
	Examples of providing excellent customer service	E
	Ability to ensure that information is disseminated promptly.	E
5. Planning and Organising Resources	Examples of having organised own work and met deadlines in accordance with guidelines given by manager	Е





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

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