



## 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  
Consultant

**Accountable to:** Head of Generate and Careers

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



	Evidence of attention to detail and accuracy. The ability to adapt to changing demands and circumstances.	E E
6. Teamwork and Motivation	Examples of having participated in and made a contribution to a team	E
7. Problem Solving and Initiative	The ability to use initiative to solve day to day problems. Examples of having proposed new and innovative solutions	E D
8. Investigation, Analysis and Research	Examples of having carried out own research to find out new information Ability to evaluate projects	E 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.**