



## 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: Undergraduate Student Adviser**

**Department/Division: Law**

**Accountable to: Department Manager**

Competency	Evidence	E/D
<b>Knowledge and experience</b>	Experience of working in a student-facing advisory role in the Secondary, Further or Higher Education sector.	E
	Educated to degree level or equivalent.	E
	Experience of producing management information and reports.	D
	Experience of teaching students within the Secondary, Further or Higher Education Sector.	D
	An advanced working knowledge of Microsoft Office; and the ability to effectively use specialist IT systems, particularly bespoke and/or complex databases.	D
<b>Communication</b>	Excellent verbal and written skills and the ability to communicate effectively and confidently to a variety of audiences.	E
	Ability to understand and convey complex information in a clear and accurate manner, in writing and in person.	E
	Proven accuracy and attention to detail.	E
<b>Teamwork and motivation</b>	Ability to maintain a positive, enthusiastic, 'can do' attitude.	E
	Ability to build cooperation and team spirit, and to demonstrate a proactive approach to working with colleagues across the department.	E



	Ability to work with limited supervision and use own initiative.	E
<b>Service Delivery</b>	Proven commitment and ability to provide a consistently high standard of service to internal and external customers.	E
	Ability to plan and prioritise a varied workload to ensure that team and individual objectives are met.	E
	Ability to proactively assess, develop and improve existing processes and regulatory frameworks.	E
<b>Liaising and Networking</b>	Experience of building and developing networks with internal and external contacts.	E
<b>Initiative and problem solving</b>	Ability to use initiative to solve problems and address the concerns of students with flexibility, timeliness and sensitivity.	E
	Ability to recognise when a problem should be referred.	E
	Ability to evaluate, from a number of options, the most appropriate course of action.	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.**