



## 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:** Employer Engagement Adviser

**Department/Division:** LSE Careers      **Accountable to:** Employer Engagement Manager

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Educated to degree level or equivalent, with English and Maths GCSE or equivalent	E
	Sound understanding of the graduate and post graduate labour market in the UK and internationally and of the employability agenda	E
	Experience of organising large and complex projects, programmes, or events	E
	Experience of successfully initiating, developing, and maintaining customer relationships	E
	Excellent IT skills, in particular MS Office packages and collaborative work platforms such as MS Teams	E
	Examples of updating and maintaining web page information	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 maintain good relations with external contacts while exercising appropriate levels of discretion	E
	Ability to understand and convey complex information in a clear and accurate manner, in writing, in person and by telephone	E
	Proven experience of writing, reviewing, and tracking relevant procedural documentation	E
<b>Teamwork and motivation</b>	Collaborative mind set, effective team player who works well with others and fosters a shared sense of purpose	E
	Evidence of motivation and ability to work independently without direct supervision	E



	The ability of supervising a team member	D
<b>Liaison and networking</b>	Experience of maintaining and developing strong working relationships with internal and external stakeholders	E
	Examples of establishing new contacts and building effective, long term relationships	E
<b>Service delivery</b>	Ability to provide excellent customer service to a range of internal and external stakeholders, and improve services based on feedback	E
	An ability to work flexibly and effectively to maintain high standards and to consistently meet deadlines in a fast paced environment	E
	Ability to manage effective administrative systems and processes, and to proactively review, assess and improve those systems and processes	E
<b>Decision making</b>	Examples of having chosen the best strategy to solve a problem	E
<b>Planning and organising resources</b>	Excellent project management skills, with the ability to organise a demanding workload with competing priorities	E
	Examples of setting up and maintaining effective systems of administration	E
	Experience of having managed work-based learning activities e.g. internships, work-shadowing, hackathons or competitions etc.	D
<b>Initiative and problem solving</b>	Experience of identifying potential issues that could impact the ability to deliver planned activity and taking actions to mitigate for these	E
	Proven ability to use initiative and creativity when addressing difficult situations, or when an immediate solution is not apparent	E
<b>Analysis and research</b>	Examples of having carried out research	E
	Ability to accurately collect, analyse and present data (quantitative and qualitative)	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.**