



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 Tutor

Department/Division: Management **Accountable to:** Department Manager and
Departmental Tutor

Competency	Criteria	E/D
Knowledge and experience	Experience of working in the Secondary, Further or Higher Education sector.	E
	Educated to undergraduate degree level in Management, Economics or a related field.	E
	Experience of working in a student-facing role.	E
	Experience of working in an advisory and pastoral care role.	E
	Experience of producing management information and reports.	E
	Experience of providing academic and pastoral advice to students within Secondary, Further or Higher Education.	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
Communication	Experience of teaching or tutorial role in Management, Economics or a related field	D
	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, in person and by telephone.	E
	Proven accuracy and attention to detail.	E
	Proven ability to deal with delicate situations or with demanding people in an appropriate and professional manner.	E



	Evidence of preparing material for publication.	D
Teamwork and motivation	Ability to maintain a positive, enthusiastic, 'can do' attitude at all times.	E
	Proven ability to secure co-operation from others in meeting deadlines and agreed standards of quality.	E
	Ability to build cooperation and team spirit, and to demonstrate a proactive approach to assisting colleagues and motivating others.	E
	Ability to work with limited supervision and use own initiative.	E
Service Delivery	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
	Experience of working within best practice, policies and guidelines.	D
Liaising and Networking	Experience of building and developing networks with internal and external contacts.	E
Initiative and problem solving	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.