

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Placements Officer

Department: Careers Service, Student & Academic Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training Educated to GCSE level or equivalent First degree or equivalent experience	X	X	Application Form Application Form
Skills and Abilities Excellent planning and organisation skills Ability to generate, organise and analyse data and feedback Excellent level of verbal and written communications skills, including the ability to adapt communication style to a wide range of stakeholders, such as students, employers and academics Ability to deliver excellent customer service and strong customer service focus Ability to market services to a diverse range of stakeholders Ability to work under pressure and multi-task Excellent interpersonal skills with the ability to collaborate with a wide range of colleagues and stakeholders. Knowledge of the undergraduate/graduate job market Ability to negotiate both with businesses and students to achieve results Ability to work both independently and collaboratively	X X X X X X X X	 X X	Application Form / Interview / Test Interview / Test Application Form / Interview / Test Application Form / Interview / Test Interview Application Form / Interview / Test Application Form / Interview Interview Interview / Test Application Form / Interview
Experience Proven experience of working to targets and deadlines Confident user of MS Office, particularly Excel Experience of building and managing professional relationships Proven experience of delivering work-based learning activities to students	X X X	 X	Application Form / Interview Test Application Form / Interview Interview
Other Requirements Occasional requirement to work additional or anti-social hours, such as evenings or weekends.	X X		Interview

Ability to undertake the duties associated with the role.	X		Interview
Demonstrable commitment to personal development.			Interview