



PERSON SPECIFICATION

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

Job Title: Optional Placement Year Administrator

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 Understanding of placements / work experience legislative framework Ability to work both independently and collaboratively	X X X X X X X X	X X X X X X X X	Application Form / Interview Interview Application Form / Interview / Test Application Form / Interview Interview Application Form / Interview 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 placement / work-based learning activities to students	X X X X	X X X X	Application Form / Interview Test Application Form / Interview Interview
Other Requirements Ability to work and keep calm under pressure	X		Interview

Ability to use initiative	X		Interview
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