



PERSON SPECIFICATION

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

Job Title: Employer Engagement Officer

Department: Careers Service

	Essential	Desirable	Tested By
Knowledge, Education, Qualifications and Training First degree or equivalent experience		x	Application form
Skills and/or Abilities Systematic and methodical with excellent planning and organisation skills and the ability to work to targets and tight deadlines.	X		Application form / Interview
Ability to communicate clearly with a diverse student audience both verbally and in writing.	X		Application form
Excellent interpersonal skills with the ability to collaborate with a wide range of colleagues and stakeholders.	X		Application form / Interview
Ability to produce engaging marketing materials aimed at a diverse range of individuals and businesses.		X	Application form / Test
Very strong attention to detail and proof-reading skills.	X		Application form
Confident user of MS Office particularly Excel and PowerPoint.	X		Application form / Test
Ability to generate, organise and analyse data and feedback.		x	Application form / Interview
Experience Experience of managing events	X		Application form / Interview
Experience of building and managing professional relationships	X		Application form / Interview

Experience of documenting and sharing business processes and best practices.		X	Application form
Other requirements			
Ability to work and keep calm under pressure	X		Application form / Interview
Ability to use initiative	X		Application form / Interview
Ability to commit to evening work aligned to event schedules and occasional weekend work.	X		Application form