

Person Specification

Post Title:	Graduate Project Coordinator	Post No:	
Organisation Unit:	Professional Services – Strategic Planning and Change		
Grade:	£23,500	Date Compiled:	November 2019

Attributes	Essential *	Desirable
Knowledge	Able to demonstrate a good working knowledge of Microsoft Office, including Office 365 software	Familiarity with project management process and methodologies
Skills	<p>Ability to communicate at all levels</p> <p>Good level of written and verbal communication skills, ability to give and receive information effectively</p> <p>Proactive approach to delivery of excellent customer service</p> <p>Ability to work on own initiative and complete tasks within agreed timescales, budget and quality</p> <p>Demonstrate good organisational skills with the ability to prioritise own workload with good attention to detail</p> <p>Ability to network effectively and work collaboratively with other staff within post department and University-wide</p> <p>Good analytical and decision making skills with a clear and logical approach to work</p>	<p>Ability to work proactively without supervision, exercising judgement and initiative as necessary.</p> <p>Ability to provide a key supporting and visible role during facilitated meetings.</p> <p>Ability to influence others through persuasion and negotiation</p>
Experience	<p>Experience of delivering and analysing reports/information</p> <p>Working independently and with a team and deal with unforeseen issues in ever changing circumstances</p> <p>Exposure to preparing and presenting information in the form of updates or options for discussion</p>	<p>Communicating with professional and managerial staff</p> <p>Experience of managing a diverse workload</p>

Qualifications	Graduate degree of 2:1 or above			
Competencies	COMPETENCY – ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	Team Working: Works effectively as a member of a team. Takes responsibility for getting things done.	2	Leading and Coaching: Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example.	1
	Customer Focus: Works to identify stakeholder needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.	2	Adaptability: Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in Appriasal and takes responsibility for keeping professional skills and knowledge up to date.	1
	Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events.	2	Creativity and innovation: Seeks out, reviews and integrates new ways	1
	Making informed decisions Analyses problems and uses a range of means to make well informed decisions.	2		
	Organisation and Delivery: Plans time taking account or organisational priorities and other colleagues' work roles to achieve results	2		

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**