

Person Specification

| | | | |
|---------------------------|----------------------------------------|-----------------------|---------------|
| Post Title: | Graduate Culture Programme Coordinator | Post No: | |
| Organisation Unit: | PVC Culture | | |
| Salary: | £23,500 p.a. | Date Compiled: | December 2019 |

| Attributes | Essential * | Desirable |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge | Demonstrate good working knowledge of Microsoft Office (including Office 365) products. | Familiarity with project management process and methodologies. |
| Skills | <ul style="list-style-type: none"> • Work proactively, autonomously and exercise judgement and initiative. • Generate ideas that are not bound by convention. • Use of a range of qualitative and/or quantitative methods. • Evaluate information and apply evidenced based approaches to problem solving. • Network effectively and work collaboratively. • Demonstrate excellent communication skills (verbal, written and in presentation). • Influence others through persuasion and negotiation. • Prioritise workload, exercise judgment, and meet deadlines. • Demonstrate strong organisational skills with attention to detail. • Demonstrate a creative approach to work | |
| Experience | <ul style="list-style-type: none"> • Experience of gathering and working with qualitative and/or quantitative data and delivering and analysing reports/information. • Experience of working successfully in challenging and unfamiliar contexts. • Work independently and within a team, and deal with unforeseen issues in changing circumstances. • Use a solutions-driven approach when dealing with | <ul style="list-style-type: none"> • Experience of working within a cross-disciplinary or mixed-disciplinary environment. • Wider experience, beyond academic discipline, for example: engagement in extra-curricular activities such as music, sport or volunteering. • Experience of creative activities- as a participant or audience member. |

| | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>unforeseen circumstances.</p> <ul style="list-style-type: none"> • Experience of planning and organising: e.g. meetings, seminars, research groups and interviews. • Experience in preparing and presenting information (visual and verbal): e.g. in the form of updates, options for discussion. • Experience of managing a diverse workload. | |
| Qualifications | NTU Graduate degree of 2:1 or above | |

*** 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**

| Competencies | COMPETENCY - ESSENTIAL | LEVEL | COMPETENCY - DESIRABLE | LEVEL |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | Team Working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges self and others | 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 customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction. | 2 | Creativity and innovation Seeks out, reviews and integrates new ways of working into role | 1 |
| | Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events. | 2 | | |
| | Making informed decisions Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken. | 2 | | |
| | Organisation and Delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results | 2 | | |