

## Person Specification

<b>Post Title:</b> Graduate Employability Project Officer		<b>Post No:</b>
<b>Organisation Unit:</b> Employability Team		
<b>Salary:</b> £23,5000		
<b>Attributes</b>	<b>Essential *</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>General knowledge and interest in the graduate employment Market and the challenges facing graduates</p> <p>General knowledge of recruitment and selection best practice</p>	
<b>Skills</b>	<p>Excellent customer service</p> <p>Good administration skills including proficient in the use of MS Office and good attention to detail</p> <p>Excellent communication skills both oral and written and good interpersonal skills with the ability to engage students and develop relationships quickly</p> <p>Good organisation skills including the ability to manage own work and meet deadlines</p> <p>Good at interpreting and presenting information</p>	<p>Competent in using range of digital technology and in the use of social media</p> <p>Interview and presentation skills</p>
<b>Experience</b>	<p>Experience of working with people at all levels with a customer focussed</p> <p>Careers or recruitment administration</p> <p>Busy customer service work environment</p>	<p>Experience of working with managers and senior staff from external organisations</p> <p>Experience of using interview and presentation skills with individuals and groups</p>
<b>Qualifications</b>	<p>An NTU degree with a grade of 2:1 or higher, obtained within the last two years (Since summer 2017)</p>	

<b>Attributes</b>	<b>Essential *</b>		<b>Desirable</b>	
<b>Competencies</b>	<b>COMPETENCY</b>	<b>LEVEL</b>	<b>COMPETENCY</b>	<b>LEVEL</b>
	<u>Team Working</u> Contributes to team development, seeking and testing improvements to the team's outputs/service	2		
	<u>Customer Focus</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction	2		
	<u>Organisation and Delivery</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results	2		
	<u>Communicating and Influencing</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events	2		
	<u>Adaptability</u> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.	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

[www.ntu.ac.uk/humanresources/](http://www.ntu.ac.uk/humanresources/)

See also [PS Guidance Notes](#) (internal use only)