

## Person Specification

<b>Post Title:</b> Graduate Communications Marketing Assistant	<b>Post No:</b>
<b>Organisation Unit:</b> Marketing	
<b>Salary:</b> £23,500 p.a.	<b>Date Compiled:</b> Nov 2019

Attributes	Essential *	Desirable
<b>Knowledge</b>	Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital/social platforms	Understanding of current marketing theory and practice, including e-marketing and social media.
<b>Skills</b>	<p>Excellent communication skills (both verbal and written) at all levels</p> <p>Meeting stakeholder/client expectations through excellent customer focus and a solution driven approach</p> <p>Strong organisational skills with attention to detail</p> <p>Ability to influence others through persuasion and negotiation</p> <p>Ability to prioritise workload, exercise judgment, and meet set deadlines</p> <p>Ability to network effectively and work collaboratively with other staff within post department and University-wide</p> <p>Analytical and decision-making skills with a clear and logical approach to work.</p>	Ability to work proactively without supervision, exercising judgement and initiative as necessary.
<b>Experience</b>	<p>Experience of delivering and analysing reports/information</p> <p>Working independently and within a team and dealing with unforeseen issues in ever changing circumstances</p>	<p>Communicating with professional and managerial staff</p> <p>Experience of planning and organising events: meetings, conferences or seminars</p>

	<p>Use a solutions-driven approach when dealing with unforeseen circumstances</p> <p>Exposure to preparing and presenting information in the form of updates or options for discussion</p> <p>Experience of managing a diverse workload</p>	
<b>Qualifications</b>	<p>NTU Graduate degree of 2:1 or above within the last two years</p>	

**\* 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
	<p><b>Team Working:</b> Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p>	2	<p><b>Adaptability</b> Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in appraisal process and takes responsibility for keeping professional skills and knowledge up to date.</p>	1
	<p><b>Customer Focus:</b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p>	2	<p><b>Creativity and innovation</b> Seeks out, reviews and integrates new ways of working into role.</p>	1
	<p><b>Communicating and Influencing:</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p>	2		
	<p><b>Making informed decisions</b> Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.</p>	2		
	<p><b>Organisation and Delivery:</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>	2		