

PERSON SPECIFICATION
Job Title

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. A first degree and evidence of Continued Professional Development	Essential	Application Form
2. Proven strategic leadership, ideally within Higher Education, with a track record of successfully leading and developing service areas	Essential	Supporting Statement / Interview
3. Experience managing crises, challenging situations, and providing support to individuals in distress	Essential	Supporting Statement / Interview
4. Strong financial management skills, including experience managing constrained budgets in high-demand environments	Essential	Supporting Statement / Interview
5. Exceptional leadership and vision to inspire teams and create a culture of accountability, continuous improvement, and service excellence	Essential	Supporting Statement / Interview
6. Advanced analytical, planning, and problem-solving skills, with the ability to translate data into actionable policy and service enhancements	Essential	Supporting Statement / Interview
7. An understanding of key drivers, future challenges, and regulatory requirements within Higher Education, and the ability to adapt services to meet evolving needs	Essential	Supporting Statement / Interview
8. Strong commitment to the University's mission, values, and the delivery of an outstanding student experience	Essential	Interview
9. Excellent communication and relationship-building skills to engage and collaborate effectively with students, staff, and external partners	Essential	Supporting Statement / Interview
10. A resilient, adaptable, and flexible approach, with the ability to remain focused and deliver high-quality outcomes under pressure	Essential	Supporting Statement / Interview
11. A higher degree and/or relevant professional qualification	Desirable	Application Form

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.