

PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. A good relevant honours degree or equivalent service-related professional experience within a skill or simulated learning environment.	Essential	Application Form
2. Excellent interpersonal and communication skills. Ability to communicate clearly and confidently (both oral and written) to deliver high quality support and to maintain positive professional, working relationships with staff, students and visitors.	Essential	Supporting Statement / Interview
3. Exceptional organisation and co-ordination skills to manage administrative processes and effectively contribute to project work.	Essential	Supporting Statement / Interview
4. Be proactive and solution focused solution with the ability to respond positively to change and proactively prioritise competing activities to set deadlines.	Essential	Supporting Statement / Interview
5. Ability to work independently and exercise initiative to efficiently manage self and prioritise own varied workload, and potentially those of others, in a timely manner.	Essential	Supporting Statement / Interview
6. Comprehensive IT and AV equipment knowledge (incl. recording and distribution of footage, editing, live streaming) with an excellent level of computer literacy, including Microsoft Office packages.	Essential	Supporting Statement/ Interview
7. Must be flexible, co-operative, and helpful, with an ability to work well with others in a team to achieve objectives, whilst appreciating own strengths and weaknesses.	Essential	Supporting Statement / Interview
8. Ability to undertake work of a confidential nature with discretion.	Essential	Application Form / Supporting Statement
9. Confidently and safely, operate and demonstrate a range of clinical and AV equipment and technologies to students, staff and visitors to the University.	Essential	Supporting Statement / Interview
10. Ability to handle heavy clinical equipment and transport in a safe manner.	Essential	Supporting Statement / Interview
11. Excellent understanding of risk assessment and application of health and safety regulations.	Essential	Supporting Statement / Interview

12. The ability to work shift patterns and, on occasion, early mornings, evenings and weekend work.	Essential	Application Form / Supporting Statement
13. Current full UK driving license to drive a manual vehicle between university campuses/ sites to provide technical support and transport equipment.	Essential	Application Form / Supporting Statement
14. Experience of working and supporting learning and teaching within a Higher Education setting or clinical environment.	Desirable	Application Form / Supporting Statement

- 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 and 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.