

**PERSON SPECIFICATION**  
**International Student Advisor**

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. First degree, or equivalent.	Essential	Application Form
2. OISC Level 1 training.	Essential	Application Form
3. Recent substantial experience of providing professional and confidential tier 4 UK immigration advice to students.	Essential	Supporting Statement / Interview
4. An awareness of current issues affecting the HE sector as a whole, especially relating to immigration and visa issues.	Essential	Supporting Statement / Interview
5. Excellent administrative and organisational skills, including IT skills with an ability to work under pressure, prioritise workloads and meet deadlines.	Essential	Supporting Statement / Interview
6. The ability to respond to student needs, the changing HE environment and to think creatively about improving the visa experience for internationally mobile students and staff.	Essential	Supporting Statement / Interview
7. The ability to communicate confidently and effectively with a range of audiences including managers, colleagues and government officials, both orally and in writing in order to establish and maintain good working relationships.	Essential	Supporting Statement / Interview
8. The ability to work on your own initiative and as a member of a team with a working knowledge of respecting client confidentiality, and an understanding of GDPR.	Essential	Supporting Statement / Interview
9. Excellent interpersonal skills including sensitivity to and respect for other cultures and value systems.	Essential	Supporting Statement / Interview
10. OISC Level 2 training	Desirable	Application Form
11. Experience with advising students and staff on EU pre-settled and settled status	Desirable	Supporting Statement / Interview

- 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.