

**PERSON SPECIFICATION**

**Ref: 0567-24**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Document/ Interview**  |
| An established track record of support for/work in the area of EDI | Essential | Supporting Document/Interview |
| A good understanding of University HR systems, policy and procedures | Essential | Supporting Document/Interview |
| A good understanding of the external environment, issues, trends and developments within the area of EDI | Essential | Supporting Document/Interview |
| A wide breadth of understanding of current activities being undertaken in FASS and ideally the University more broadly within the area of EDI and requirements for the future | Essential | Supporting Document/Interview |
| Demonstrable experience of effective Academic Leadership with the ability to think strategically and engender a shared vision as well as strong influencing skills | Essential | Supporting Document/Interview |
| Strong interpersonal skills including evidence of the ability to build effective relationships with colleagues and students | Essential | Supporting Document/Interview |
| Strong team-working skills | Essential | Supporting Document/Interview |
| Effective chairing skills | Essential | Supporting Document/Interview |
| Excellent oral, written communication, and presentation skills | Essential | Interview |
| A high level of personal motivation including enthusiasm for EDI, staff development and mentoring | Essential | Supporting Document/Interview |
| Experience of developing organisational systems and processes | Desirable | Supporting Document/Interview |
| A track record of support for staff development & progression | Desirable | Supporting Document/Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Document** - applicants are asked to provide a statement as part of their application 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, presentation etc.