

**PERSON
SPECIFICATION
Consultancy Manager
Vacancy Ref: 0536-24**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
A degree or equivalent experience.	Essential	Application form
Close attention to detail and a high level of accuracy in all areas of work especially numeracy and literacy (GCSE Maths and English or equivalent).	Essential	Application form/Interview
Experience of working in a fast-paced support environment, and the provision of excellent customer service.	Essential	Supporting Statements/Interview
Experience (or a good understanding) of supporting consultancy activity provided by academic or professional staff to external clients.	Essential	Supporting Statements/Interview
Experience of building rapport and building relationships with internal and external stakeholders	Essential	Supporting Statements/Interview
Experience of prioritising workload of self (and others) and flexibility to meet competing deadlines.	Essential	Supporting Statements/Interview
Ability to work in a team and have a flexible approach to work and a commitment to ongoing personal development and training.	Essential	Application form/Interview
Experience of reviewing and negotiating legal terms and conditions related to commercial engagements with external partners.	Essential	Supporting Statements/Interview
Experience of working with customer relationship management systems.	Desirable	Supporting Statements/Interview
An understanding and empathy with potential users of the consultancy support service.	Desirable	Interview
Costing and pricing experience for provision of commercial services.	Desirable	Application form/Interview
Experience with Agresso or other financial management systems as a frequent user.	Desirable	Application form/Interview
Experience of developing communication strategies and organising events to raise awareness, showcase and disseminate good practice.	Desirable	Application form/Interview
Knowledge of quality assurance issues.	Desirable	Application form/Interview
Experience of the HE sector and supporting knowledge exchange and engagement activities.	Desirable	Supporting Statements/Interview

- **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 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, presentation etc.