

Student Groups Project Specialist - PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE *(all elements may be tested at application or interview)*

ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: <i>(or transferable skills sets)</i>		EXPECTED LEVEL OF COMPETENCY <i>(see below * for detail)</i>
Responsible for the delivery of Student Groups function activity		Level 2
Line management of Student Staff		
Oversight of Volunteers		
Operational delivery and leadership for assigned projects, tasks and process to: <ul style="list-style-type: none"> • Support the delivery of student group & member development • Ensure the engagement, outreach, support and empowerment of our committees and 10,000+ student group members • Provide ongoing support for student groups • Student community outreach responsibility 		
Facilitate, manage, support and develop tools and processes to empower student groups to achieve their aims and capture impact		
Supporting Projects and Objectives of the Wider Student Opportunities team		
Critical University Partnership Support		
Support development of & collaboration with community groups & external partners		
Elected Officer/Student Volunteer Support		
CORE COMPETENCIES		
TECHNICAL SKILLS	Knowledge of HE Student Environment	Level 2
	Administration and Reporting	
	Managing Complexity	
	Strategic Delivery	
	Processes and systems	
	Managing Change	
	Project Management	
	Digital Skills	Level 3
Communication		
ACCOUNTABILITY	Rules & regulations	Level 2
	Organisational Risk Management (Financial, Legal, Reputational)	
	Managerial Responsibility	
	Health & Safety Risk Management	Level 3
	Finance Management	

IMPACT	Negotiation	Level 2
	Influence	
	Decision Making	
	Collaboration/Partner Working	Level 3
PEOPLE SKILLS	Team Building	Level 2
	Relationship Building	
	Promote Positive Performance	Level 3
	Motivating and Inspiring	
	Coaching and Mentoring	
UPSU CULTURE	Student Focus	NO LEVEL DEFINED AS THESE ARE EXPECTED BEHAVIOURS
	Pioneering	
	Inclusive	
	Resilient	
	Flexible	
	Self-motivating	

* LEVELS OF COMPETENCY *	
Level 1 (foundation)	<ul style="list-style-type: none"> • Applies the competency in simple situations • Initiative & agency in simple situations, under guidance • Responsibility to support • Responsibility for delivery of simple assigned projects, tasks and processes
Level 2 (base)	<ul style="list-style-type: none"> • Applies the competency in fairly difficult situations where appropriate • Initiative and agency in appropriate situations, with guidance • Responsibility to deliver • Responsibility for develop and delivery of fairly complex assigned projects tasks and processes
Level 3 (intermediate)	<ul style="list-style-type: none"> • Applies the competency in difficult situations where appropriate • Initiative and agency in assigned situations, with some guidance • Responsibility is to deliver and develop • Responsibility includes function level delivery and some development and some leadership
Level 4 (experienced)	<ul style="list-style-type: none"> • Applies the competency in difficult and complex situations where appropriate • Initiative and agency in most situations, with collaboration • Responsibility includes function level development, delivery and leadership
Level 5 (advanced)	<ul style="list-style-type: none"> • Applies the competency in considerably difficult and complex situations • Significant Initiative and agency across area of responsibility, little or no guidance • Serves as a key resource & gives advice to others • Responsibility for development and leadership of own functions and cross Union interdependencies