

## Union Project Specialist - PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

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

#### ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: *(or transferable skills sets)*

#### EXPECTED LEVEL OF COMPETENCY

*(see below \* for detail)*

Responsible for the delivery of the assigned objectives of the projects resource

Line management of Student Staff

Oversight of Volunteers

Facilitate and manage the support for delivery of the Union projects, events, training and campaigns

Facilitate and manage the support for delivery of matrix structures for projects

Facilitate, manage and support relevant and effective processes and systems (delivery and impact capture)

Facilitate and support assigned Elected Officer Manifesto Support

Supporting Projects and Objectives of the Wider Student Opportunities team

Critical University Partnership Support

Support development of & collaboration with external partners

Elected Officer/Student Volunteer Support

**Level 2**

### CORE COMPETENCIES

#### TECHNICAL SKILLS

Knowledge of HE Student Environment

Digital Skills

Managing Complexity

Strategic Delivery

Processes and systems

Managing Change

Communication

Administration and Reporting

Project Management

**Level 2**

**Level 3**

#### ACCOUNTABILITY

Rules & regulations

Organisational Risk Management (Financial, Legal, Reputational)

Managerial Responsibility

Health & Safety Risk Management

Finance Management

**Level 2**

#### IMPACT

Negotiation

Influence

Decision Making

Collaboration/Partner Working

**Level 2**

<b>PEOPLE SKILLS</b>	Team Building	<b>Level 2</b>
	Relationship Building	
	Promote Positive Performance	
	Motivating and Inspiring	
	Coaching and Mentoring	
<b>UPSU CULTURE</b>	Student Focus	<b>NO LEVEL DEFINED AS THESE ARE EXPECTED BEHAVIOURS</b>
	Pioneering	
	Inclusive	
	Resilient	
	Flexible	
	Self-motivating	

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