

FUNCTION MANAGER - REPRESENTATION &DEMOCRACY PERSON SPECIFICATION		
KNOWLEDGE & EXPERIENCE <i>(all elements may be tested at application or interview)</i>		
ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: <i>(or transferable skills sets)</i>		EXPECTED LEVEL OF COMPETENCY <i>(see below * for detail)</i>
Operational Leadership of the Representation Function		Level 3
Operational Leadership of Career and Student Staff		
Operational Leadership of the Unions democratic processes		
Operational Leadership of the Unions Representation offer		
Lead and support the delivery of the Unions Quality Assurance function		
Critical University Partnership Support		
Development of & Collaboration with External Partners in the Community & Sector		
Develop and implement processes and systems to support the outcomes of the Representation Function		
Elected Officer/Student Volunteer Support		
CORE COMPETENCIES		
TECHNICAL SKILLS	Digital Skills	Level 2
	Processes and systems	Level 3
	Strategic Delivery	
	Administration and Reporting	
	Managing Change	
	Project Management	
	Managing Complexity	
	Communication	
	Knowledge of HE Student Environment	Level 4
ACCOUNTABILITY	Rules & regulations	Level 3
	Finance Management	
	Managerial Responsibility	
	Health & Safety Risk Management	
	Organisational Risk Management (Financial, Legal, Reputational)	
IMPACT	Influence	Level 3
	Negotiation	
	Decision Making	
	Collaboration/Partner Working	

PEOPLE SKILLS	Team Building	Level 3
	Coaching and Mentoring	
	Promote Positive Performance	
	Motivating and Inspiring	
	Relationship Building	
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