

CENTRAL ADMIN SUPERVISOR - 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 supporting the delivery of the Central Services function

Line management of Student Staff

Oversight of Volunteers

Operational delivery and leadership for assigned projects, tasks and processes for Central Services activity

Clerking for all Constituted Union Meetings

Support partner work with the Union's appointed HR and financial experts

Develop and Maintain Critical University Partnerships to support the delivery of the Central Services Function

Develop and implement processes and systems to support the outcomes of the Central Services Function

Elected Officer/Student Volunteer Support

Level 2

CORE COMPETENCIES

TECHNICAL SKILLS

Digital Skills

Administration and Reporting

Processes and systems

Managing Change

Project Management

Managing Complexity

Communication

Knowledge of HE Student Environment

Strategic Delivery

Level 3

Level 2

Level 1

ACCOUNTABILITY

Rules & regulations

Finance Management

Managerial Responsibility

Health & Safety Risk Management

Organisational Risk Management (Financial, Legal, Reputational)

Level 3

Level 2

IMPACT	Influence	Level 2
	Negotiation	
	Decision Making	
	Collaboration/Partner Working	
PEOPLE SKILLS	Team Building	Level 2
	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