

INSIGHTS 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)*

Responsibility for the delivery of specific activity in relation to assigned project aims

Responsible for the delivery of the Insights function

Line management of Student Staff

Oversight of Volunteers

Operational delivery and leadership for assigned projects, tasks and process for:

- Coordinate & Deliver Insights Function Framework
- Coordinate and Deliver Research Function for the Union
- Coordinate and Deliver Data Analysis Function for the Union
- Coordinate and Deliver Single Source of Truth Data Set of Student Opinions

Critical University Partnership Support

Support development of & collaboration with external partners

Elected Officer/Student Volunteer Support

Level 2

CORE COMPETENCIES

TECHNICAL SKILLS

Processes and systems

Digital Skills

Administration and Reporting

Communication

Knowledge of HE Student Environment

Managing Change

Project Management

Managing Complexity

Strategic Delivery

Level 3

Level 2

ACCOUNTABILITY

Rules & regulations

Finance Management

Managerial Responsibility

Health & Safety Risk Management

Organisational Risk Management (Financial, Legal, Reputational)

Level 2

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

* LEVELS OF COMPETENCY *	
Level 3 (intermediate)	• 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)	• 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)	• 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
Level 6 (authority)	• Applies the competency in exceptionally difficult and complex situations. • Consistent initiative and authority organisation wide, seeks guidance (internal/external) when required • Serves as a key resource & gives advice to others • Responsibility to strategically lead
Level 7 (absolute)	• Applies the competency in the most difficult and complex situations. • Absolute initiative and authority organisation wide, seeks guidance (internal/external) when required • Acts as principle advice, guidance resource • Overall strategic responsibility