

REPRESENTATIONAL NETWORKS ASSISTANT: Person Specification

Criteria	Essential	Desirable	Assessed
EDUCATION & TRAINING			
Studying for degree or equivalent	✓		А
Relevant qualification or training		✓	Α
Relevant skills training		✓	А
EXPERIENCE			
Spreadsheet & chart creation: Excel		✓	
Member of a society or network	✓		A+I
Member of a representational society or network		✓	A+I
Member of a society or network committee		✓	A+I
Successful work in a busy/distracting environment	✓		I
Working in a democratic/elected officer environment		✓	А
SKILLS			
Written and oral communication skills		✓	A+I
Team working		✓	I
Able to work on own initiative	✓		I
Observant and methodical	✓		I
KNOWLEDGE			
Basic understanding of the Equalities Act	✓		I
Basic understanding of Health & Safety issues		✓	I
Basic understanding of the University campus and resources		✓	I
A good understanding of the Student Union and its activities	✓		I

A = assessed by application. Please ensure to make reference to the required criteria in your application.

I = assessed by interview. These criteria will be measured by responses given in an interview setting.