**PERSON SPECIFICATION**

**Job Title**

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| **Criteria** | **Essential/**  **Desirable** | **Application Form / Supporting Statement / Interview** |
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* Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* Interview – assessed during the interview process by either competency based interview questions, tests, work-related exercise, presentation or teaching session etc.

\*Newly appointed staff who do not already hold HEA professional recognition or a HE teaching qualification will be required to achieve this within three years of their appointment to the post, either through completion of the PG Cert Learning and Teaching in HE, or for those with significant experience of teaching in HE, via the University’s accredited CPD scheme conferring Fellowship at the appropriate level.