



NOTTINGHAM TRENT STUDENTS' UNION

PERSON SPECIFICATION

Title	School Officer
Department	Student Voice
Responsible to	VP Education: Jess Walker VP Postgraduate: Bella Voice

Criteria	Essential	Desirable
Experience	A current, or incoming NTU Student. Please note, those currently studying on placements are ineligible for the role.	Previous involvement with the SU. This could come in the form of societies, part-time jobs, or events.
	Experience of working and communicating confidently with a diverse range of people and groups.	Held previous position(s) of responsibility.
		Representative experience in a past role i.e., being a course rep in previous years.
		Previous experience in a leadership role.
Skills	Communication skills (both oral and written).	Project management skills.
	Ability to manage own time, balancing personal studies with extra-curricular activities.	Confident public speaker.

	Ability to establish and maintain effective working relationships with senior members of university staff.	Pro-active in approach, actively seeking new avenues to improve the student experience.
		Ability to build strong inter-personal connections with a wide range of people.
Knowledge	A strong interest in improving the HE student experience.	An understanding of the services offered by NTSU and NTU respectively.
	An understanding of the issues affecting students and the Higher Education sector.	Clear understanding of the democratic processes at NTSU. For instance, an awareness who makes up the current officer team.
		An understanding of issues relating to equality, diversity, and inclusion.
Values	Committed to demonstrating the values of NTSU.	
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Hints and tips

The supporting statements section of the application asks you to provide evidence to demonstrate to the panel how fully you meet each requirement.

All of the requirements listed relate directly to the qualifications, knowledge, experience and skills needed to undertake the role (outlined in the Person Specification).

- ✓ **Provide enough depth within your answers** - The panel will use your answers to the supporting statements as an indication of your ability to meet the requirements of the role, therefore it is important to provide them with enough depth in your

answer. Please be explicit with your answers, do not expect the panel to be able to read between the lines.

- ✓ **Refer to specific examples within your answers** - Within your answers refer, wherever possible, to specific examples of occasions where you have demonstrated the required skill / experience.
- ✓ **Remember to refer to voluntary work experience if needed** - If you are unable to answer a question using an example from your previous work experience remember that you can also refer to any voluntary experience you have undertaken.
- ✓ **Structure your answers** –You might find it helpful to structure your answer using the following STAR approach to help you provide the panel with as much detail as possible, in a similar way to telling a story –

- ✓ **S - Situation** – Set the scene

- ✓ **T - Task** – Describe the challenge and what needed to be done

- ✓ **A - Action** –Describe the specific actions you took

- ✓ **R - Results** – Describe the results