



Person Specification

This form lists the requirements needed in order to do the job. All are essential.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Undergraduate Mathematics Study Adviser

Department/Division: Mathematics

Accountable to: Head of Department

| Criteria | Evidence |
|--|---|
| Knowledge and experience | <ul style="list-style-type: none"> • Experience of delivering student support in one-to-one and small group settings. • Knowledge of the transition issues faced by students adjusting to university mathematics. • Evidence of a solutions-based approach, with the ability to identify issues and to work with others to put in place effective, long term remedies. • Evidence of an understanding and appreciation of the support needs of undergraduate students (especially international students) and of cultural differences. Ability to relate well to people from diverse backgrounds. • Educated to degree level (ideally in a mathematical subject) or with equivalent professional experience. • Knowledge of quantitative topics (e.g. economics, mathematics, statistics) as studied in Higher Education in the UK and/or elsewhere. • Good IT skills, particularly in MS Office and a willingness to learn new systems if required. |
| Communication | <ul style="list-style-type: none"> • Good interpersonal skills, with demonstrable ability to work empathetically and effectively with a wide range of students and colleagues across an institution. • Good verbal and written communication skills, with the ability to convey information in simple and straightforward terms to students both individually and in groups (e.g. at welcome week presentations to new students). • Understanding of issues relating to client confidentiality and data protection. |
| Teamwork and motivation | <ul style="list-style-type: none"> • Experience of building productive working relationships with other team members and diverse stakeholders across an institution. |
| Planning and organising resources | <ul style="list-style-type: none"> • Ability to manage a workload with changing priorities. • Ability to work independently without direct supervision. |
| Initiative and problem solving | <ul style="list-style-type: none"> • Ability to solve day to day problems as they arise. • Ability to recognise when a problem should be referred to other parts of an organisation. |
| Service delivery | <ul style="list-style-type: none"> • Ability to respond effectively to the demands of a staff and students of the department and to be prepared to take on different duties as the need arises. • Ability to work in a professional, impartial and non-judgemental way. |