



## PERSON SPECIFICATION

### JOB TITLE: Corporate Relations Adviser

Competency	E/D*	Criteria	Method of Assessment **
Experience	E	Significant outbound/telesales experience including:	1 / 3
	E	Business to business cold appointment booking	1 / 3
	E	Business to business cross/up-selling	1 / 3
	D	Account Management Experience of employee benefits	1 / 3
Qualifications/ Attainment	E	A minimum of five GCSEs (or equivalent) at grade A-C	1 / 4
	E	Successful completion of standard Maths and English tests	2
Knowledge, skills and abilities	E	Good written skills (tested)	2
	E	Good numeracy skills (tested)	2
	E	Ability to build long term relationships	3 / 5
	E	Ability to converse at all levels	3 / 5
	E	Ability to put over a concept verbally	3 / 5
	E	Ability to handle rejection	3 / 5
	E	Ability to prioritise time	3 / 5
	E	Ability to apply rejection handling	3 / 5
	E	Ability to work under pressure and to targets	3 / 5
Personal Qualities	E	Positive mental attitude	3 / 5
	E	An enthusiastic team player	3 / 5
	E	Desire to succeed	3 / 5
	D	A focused individual	3 / 5
	D	Desire to progress and develop	3 / 5

### Key

\*ED = Essential and desirable criteria

\*\*1 = prior to short-listing, CV

\*\*2 = test after shortlisting

\*\*3 = interview

\*\*4 = documentary evidence (e.g. certificate, reference)

\*\*5 = probationary period