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LCBB5012

Principles of Human Resource Management

**Component 1: Practical: Academic Interview for HR
Processes**

Table of Contents

Job Description	3
Person Specification.....	6
References.....	10

Job Description

Job Title: Innovation Support Officer

Company Information: UWTSD Student Union, which has been identified as a registered charity and the official student representative body for Students at the University of Wales Trinity Saint David (UWTSD). The Union offers support and services to its members and also organises social and cultural events in the society.

Job summary: An innovation support manager is responsible for overseeing and driving an innovative organisational culture by leading a cross-functional team in order to motivate and foster innovation in an effective manner.

Responsibilities:

- Key responsibilities of an innovation support manager are based on fostering a culture of innovation, identifying market trends, managing innovation projects as well as ensuring new initiatives regarding tracking progress.
- Supporting innovation and motivating employees within a business is the key role and responsibility of an innovation support manager.
- To promote innovation in an effective manner

Qualifications: Bachelor's degree in a field like business or engineering, along with a master's degree, like an MBA.

Compensation: £49T–£53T per year

Location: London, United Kingdom (UK).

Explanation of the contents addressing innovating in the Job Descriptions

A job description has been identified as a formal document that provides a detailed analysis of jobs, including responsibilities, required skills, and qualifications. The job description provides a detailed overview of the job title, along with the purpose of a particular job. HR managers are responsible for promoting and advertising job descriptions in order to hire candidates for a suitable job position within a business. Regarding this aspect, Tepebasi and Kozanoglu (2021) stated that the job description also provides a detailed overview of duties and responsibilities, along with

qualifications required within an organisation as per the requirements of the job. Relating to this, job descriptions have been identified as a crucial aspect within an organisation that deals with HR managers in order to recruit efficient candidates. The effectiveness of a job description is based on the fact that it provides a detailed analysis of the salary structure, reporting system, and persons within the workplace, as well as provides an overview of working conditions to understand the flexibility. Along with this, Raza *et al.* (2023) stated that job description within a business helps in improving overall transparency between employees and a company through promoting detailed analysis of the roles and responsibilities in an effective manner. Thus, a job description is an essential aspect within a company in terms of recruiting new candidates.

A job description is the primary activity for hiring new candidates and is initiated by HR managers of a business. Along with this, Kadri (2023) opined that job descriptions are also effective in terms of understanding roles and help in attracting qualified candidates for a secure job position in order to uplift the expectations and job performances. Relating to this, the job description plays a crucial role in hiring a suitable candidate for a specific job position within a business. Revealing the offers and highlighting the flexibilities within the workplace helps in attracting more candidates in an effective manner. Promoting job descriptions and advertising on several job sites helps in maintaining transparency among employees and employers, which further helps in improving overall trust and loyalty. Along with this, Kiselyova, Koroshchenko, and Robson (2021) also opined that the job description contains certain elements based on job title, purpose, list of duties, roles, and responsibilities, along with working hours, and required qualifications. It also includes compensation as well as employment type and location, which will attract more candidates effectively. Thus, job descriptions have been considered as an important aspect in terms of initiating new job roles and hiring new candidates within a business.

The job description within an organisation is crucial for enhancing transparency regarding a new job role as well as promoting information based on the job position and the requirements of a company. Regarding this, UWTSD Student Union has been hiring new candidates in the position of Innovation Support Officer to promote innovation in an effective manner. The candidate chosen within the business will be responsible for supporting and uplifting innovation in an effective manner by providing motivation to employees. Regarding this aspect, Sudi and Jusman (2023) stated that innovation has been considered an essential context in terms of improving overall

business efficiency and achieving contemporary business objectives effectively. Innovation support manager facilitates in improving the business environment by leading cross-functional teams as well as fostering innovation through motivation. In addition to this, Vasudevan and Kumar (2024) stated that innovation in job descriptions highlights tasks such as developing new strategies, leading cross-functional teams, analyzing market trends, as well as fostering a culture of creativity. Aligning with this, the job description in terms of an innovation support manager facilitates in clearing and maintaining transparency regarding job roles and responsibilities within a business. The innovation support manager facilitates driving business innovation for enhancing the efficacy of the description.

The job description within an organisation helps in attracting innovative managers and other candidates based on job profiles. As per the requirements of an organisation regarding different job positions, a job description facilitates improving and enhancing transparency among employees. The job description facilitates supporting the position of an innovation support manager through clarifying roles and responsibilities in an effective manner. Regarding this, Calimag (2024) stated that a job description helps in the acquisition of employees from the area of innovation support manager by promoting job roles and responsibilities. In relation to this, a job description is essential for addressing innovation within a business that helps in highlighting the job roles and qualifications of candidates. Based on this, Surya *et al.* (2021) stated that innovation is necessary within an organisation in order to improve business efficacy in an effective manner to meet the objectives of a company and enhance overall productivity. Highlighting the skills and qualifications required, as well as considering freshers' facilities in improving overall business efficacy, as it will help in providing opportunities in terms of proving itself within the business. Thus, addressing innovation with respect to the job description facilitates hiring new candidates to serve the role of innovation support manager.

Person Specification

	<i>Essential- they must have</i>	<i>Desirable-would be good if they have</i>
<i>Skills (What they can do)</i>	Essential skills of an innovation support manager are based on creativity, communication, innovative thinking, adaptability, and strategic thinking. The mentioned skills are important for an innovation support manager, who helps in providing support through fostering creativity within a business.	The candidate needs to improve analytic reasoning as well as technical proficiency in order to improve and serve the role of an innovation support manager.
<i>Knowledge (What they know)</i>	An innovation support manager has essential knowledge based on strategic business knowledge, expertise in project management, and strong soft skills, which help in improving overall efficiency within an organisation.	The desirable knowledge that an innovation support manager facilitates in improving overall business efficiency through enhancing the overall innovative culture. Implementing optimum knowledge based on technical efficiency and innovative culture will help in improving business effectiveness in an effective manner.
<i>Evidence (What they have done)</i>	Essential academic courses are based on a bachelor's degree in business administration, management,	Post-graduation degree in business administration and engineering can be considered as desired courses, as well as

	and engineering, which are required to become an innovation support officer. The existing evidence is essential for improving innovation within an organisation through applying knowledge, as well as the skills required to enhance business efficiency.	completing courses based on innovation, which will help in improving the role of innovation for a secure job position.
<i>Attitude (Way of thinking and acting)</i>	The essential attitudes are based on fostering a culture of creativity and promoting new ideas in terms of innovation for the job position of innovation support manager.	Desirable attitudes are based on curiosity and continuous learning in terms of acquiring the position of innovation support manager in an effective manner. The way of thinking needs to be enhanced based on the willingness to take risks, as well as providing new innovative ideas within a business, to improve the culture of innovation.

Table 1: Person Specification

(Source: Created by the Learner)

Explanation of the contents addressing innovating in the Persons Specification

The above person specification focuses on the improvement of skills, knowledge, and evidence like courses that they have taken, including attitude. The essential skills and desirable skills have been depicted, which are associated with communication, technical proficiency, adaptability, and problem-solving techniques. Improving analytical reasoning is effective and desirable for a candidate to improve and secure a job position as an innovation support manager. Along with this,

Kosovic, Drazeta, and Djokic (2024) stated that improving technical proficiency among individuals helps in fostering a culture of creativity as well as provides motivation to employees to foster overall business efficacy. Relating to this, a person specification helps in understanding the skills and knowledge required and having with them in order to provide better organisational improvement. Person specification also includes overall evidence and attitude that an employee needs to have within a business, as well as highlighting the desirable attitudes and courses for improving the specific job position in an effective manner. Apart from this, Goller and Bessant (2023) stated that essential skills like innovative thinking, creativity, adaptability, and strategic thinking facilitate enhancing motivation as well as self-confidence to foster a culture of creativity along with innovation. Thus, the mentioned existing skills are necessary for improving the job position of an innovation support officer.

The desired skills are based on analytical reasoning and improving technical proficiency in order to enhance a culture of innovation as well as creativity within an organisation. A specific person is required to acknowledge existing skills along with desirable skills in order to become an innovation support manager, who is responsible for improving and providing support towards innovation within a business. Based on this, Tsakalerou, Israilidis, and Kumisbek (2025) stated that enhancing technical proficiency and improving analytical knowledge helps in supporting innovation within a workplace. Relating to this, the person specification also highlights the existing knowledge as well as desirable knowledge that are required to be inculcated to improve the job position, like an innovation support manager. Along with this, Kerzner (2022) stated that essential knowledge required for an innovation support manager is based on knowledge in engineering, expertise in project management, as well as strategic business knowledge in the field of creativity, including innovation. The desirable knowledge is associated with fostering a culture of creativity and innovation, including the optimisation of technical efficiency in an effective manner. Thus, person specification highlights essential skills and knowledge, along with desirable ones, for improving efficiency as an innovation support manager.

The above person specification includes evidence on essential courses as well as desirable academic courses in order to improve the skills and knowledge of the specific job role. The essential courses are based on completion of a bachelor's degree in business administration, engineering, and technological aspects in order to provide optimum knowledge within an

organisation to deliver support towards innovation. Regarding this, Fahim *et al.* (2021) stated that basic academic courses like a bachelor's degree in business administration, as well as enhancing skills in technology, help in providing support to other employees within a company. In relation to this, desirable evidence will be based on pursuing post-graduation in terms of improving the existing knowledge and skills in order to provide optimum support to employees of an organisation. In addition to this, the attitudes of a candidate should be based on fostering the culture of innovation within an organization as well as promoting new ideas to enhance overall innovation. Along with this, Kahura (2023) stated that adhering to desirable attitudes and the act of thinking, such as growing curiosity and continuous learning intention, facilitates improving innovative culture by supporting innovation in an effective manner among employees of a business.

The person specification based on the job role of an innovation support officer facilitates providing an overview of essential skills and knowledge, which are required for enhancing a culture of innovation in an effective manner, through providing motivation to employees. Attitudes and essential academic courses based on innovation are crucial for improving a working culture, along with the application of knowledge and skills to motivate employees within a company. Desirable skills, knowledge, and attitudes help in improving the overall innovative culture by providing effective support in adhering to the innovative culture. Thus, person specification has been considered as an essential aspect in terms of highlighting the essential skills, knowledge, and academic courses, which are required for acquiring a specific job position.

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