

COMPONENT 1: Practical Academic Interview for HR Processes

Module Name: Principles of Human Resource Management

Module code: LCBB5012

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Innovation Support Officer UWTSD Student Union

JOB OVERVIEW

The Student Union is seeking an enthusiastic and innovative individual to join the team as an Innovation Support Officer. The successful candidate will support digital transformation projects, encourage student innovation and help develop creative solutions that improve the student experience.

SALARY

£28.000 - £32.000 per year depending on qualifications and experience.

WORKING HOURS

Full-time, 37.5 hours per week, Monday to Friday. Flexible working opportunities available

EMPLOYEE BENEFITS

Professional training and development, leadership workshops, pension scheme, annual salary review, wellbeing support, employee assistance programme, flexible working arrangements and annual leave entitlement.

MAIN SPECIFICATION

Develop and implement innovation projects; support continuous improvement initiatives; research emerging technologies; organize workshops and innovation activities; support digital transformation; analyze information and prepare reports; communicate with students and stakeholders.

PERSON SPECIFICATION

Essential : A Bachelor's Degree in Business Management , Human Resource Management (HRM) , or closely related field is Mandatory , and is required for consideration for this position.

Excellent verbal and written communication skills with the ability to engage effectively with students , colleague and external stakeholders .

Strong organizational and time-management skills with the ability to manage multiple projects and meet deadlines.

Proven analytical and problem-solving abilities demonstrating attention to detail and a proactive approach to challenges.

Proficient in Microsoft Office applications and confident in using a wide range of digital platforms and technologies.

Ability to work independently while also contributing positively as part of collaborative team.

Creative thinker with an innovative mindset , eager to develop new ideas and support continuous improvement initiative.

Adaptable and flexible with a positive attitude towards change and the ability to work in fast paced environment.

Strong interpersonal skills professionalism and commitment to delivering high-quality support and excellent customer service.

A willingness to learn participate in professional development opportunities , and contribute to the organization's long-term innovation strategy.

WHY INNOVATION IS IMPORTANT

Innovation helps organizations adapt to technological changes, improve services, increase efficiency and remain competitive. The innovation support officer supports Theas objectives through creativity, project support and digital solutions.