Each question is designed to explore one or more of the key elements of the person specification. We have highlighted the key related specifications for each question to help ensure you highlight these within your answers. Please give examples from your experience and as much detail as you can to illustrate that you meet these criteria.

You may also submit an audio recording of your answers.

1. **Can you tell us about how you work with multiple teams with different priorities** *(please aim to write no more than 250 words or 2-3 minutes if audio recording)*

*Related Person Specifications: Strong interpersonal and relationship management skills, Good organisational skills with the ability to prioritise work effectively and to work autonomously*

1. **Can you tell about your approach to auditing processes within a system and making them more efficient?** *(please aim to write no more than 250 words or 2 - 3 minutes if audio recording)*

*Related Person Specifications: Ability to analyse workflows and implement procedural improvements and increase efficiency, Experience of managing Salesforce and building in processes to improve efficiency, Excited by making efficiencies through technology*

1. **How do you engage non-technical staff with systems and develop innovative training sessions and user guides** *(please aim to write no more than 250 words or 2 - 3 minutes if audio recording)*

*Related Person Specifications: Some experience of preparing training manuals, creating process maps and documentation and delivering training, Ability to ‘translate’ technical language and work with a team with varying technical knowledge and ability*

1. **Please tell us about how you reach the person specification for this role. Please focus on areas of the role that you’ve not been able to elaborate on in previous questions:** *(please aim to write no more than 500 words or 4 -5 minutes if audio recording)*
2. **We are committed to the employment and development of disabled people. We offer a guaranteed interview scheme to candidates who identify as disabled and who meet the essential criteria for the role (this will be assessed in these supporting statements). Do you qualify for and wish to apply under the guaranteed interview scheme?\*** Yes / No

\* Whether you are applying under the scheme or not, if you are invited to interview we will ask you to let us know if you need any adjustments to ensure it is inclusive and works for you. We are committed to making reasonable adjustments throughout the recruitment process and if you join us, to where and how you work.