



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

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

Job title: Department Manager

Department: Media and Communications

Accountable to: Head of Department

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Substantial management experience within a higher education environment	E
	Line-managing experience (ideally in an academic department)	E
	Strong managerial skills, including leadership of large, complex teams	E
	Proven ability to drive, develop and implement strategy, taking account of complexities, competing priorities and balancing wider consequences	E
	Excellent interpersonal skills, with the ability to influence, and to negotiate with, a wide range of internal and external stakeholders	E
	Experience of managing large and complex budgets	E
Communication	Excellent verbal and written communication skills, with proven accuracy and attention to detail	E
	Experience of dealing with a wide range of people in an appropriate, sensitive and tactful manner	E
	Proven ability to convey complex ideas/information in either written or oral form to all levels of staff/students both within and outside the School	E
Teamwork and Motivation	Experience of working as part of a diverse team, as well as on own initiative	E
	Experience of providing direction and leadership to members of a large and complex team,	E
	Experience of providing an environment where staff can develop their potential	E



	<p>Experience of providing direction and leadership to a team</p> <p>Experience of delegating effectively</p> <p>Experience of delegating effectively within multi-functional teams</p> <p>Ability to communicate a clear vision to a team in order to encourage collective responsibility and contribution to a common goal</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p>
Planning and Organising Resources	<p>Excellent time-management and prioritisation skills, with experience of organising a busy workload with conflicting deadlines and working effectively under pressure</p> <p>Proven ability to plan and manage all types of resources allocated to a department, including financial, physical and human resources</p> <p>Proven ability to deliver a comprehensive and high-quality administrative service (ideally to an academic department)</p> <p>Proven ability to coordinate across the full range of activity within a department's Professional Services team</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Proven ability to take a strategic approach and complex problem-solving ability</p> <p>Proven ability to initiate and drive innovation and development in the context of an academic department</p> <p>Experience of responding proactively to day-to-day departmental/School matter in an appropriate manner</p> <p>A flexible approach, and the ability to integrate structural or policy changes into working practice</p> <p>Ability to resolve problems where there are diverse and conflicting issues, in particular those which may significantly impact upon academic departments</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Decision Making	<p>Experience of working on own initiative, taking independent decisions and delegating duties across multi-functional teams</p> <p>Ability to advise the Head of Department and other senior colleagues on strategy and policy initiatives within a department</p> <p>Experience of making difficult decisions and identifying the path of 'least-worst' consequences</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to act as key interface between an academic Department and a wide range of academic, administrative and research staff across the School</p> <p>Experience of exchanging information effectively with internal and external contacts, and proactively participating in networks/working groups</p>	<p>E</p> <p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.