

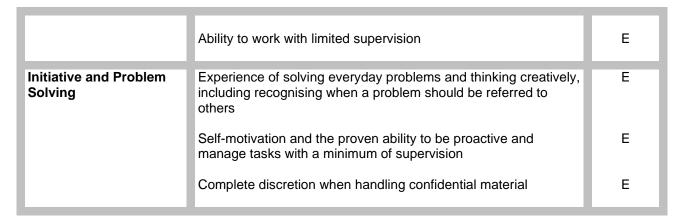
Person Specification

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: Programme Administrator		
Department/Division: Law	Accountable to: Service Delivery Manager (LLB)	
Competency	Criteria	E/D
Knowledge and Experience	Demonstrable administrative experience	E
	 Excellent IT skills, including: Intermediate MS Word and MS Excel Familiarity with MS Outlook or other email packages 	E
	Experience of working in an academic or similar environment in an administrative capacity	D
	An undergraduate degree or equivalent experience	E
Communication	Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts	E
	Confidence in relating to a variety of people	E
Teamwork and Motivation	Experience of participating in and making a positive contribution to a team	Е
	Evidence of a pro-active approach to work	E
Liaison and Networking	Proven ability to liaise with internal and external contacts	Е
Service delivery	Commitment to providing a high quality service and conveying that standard to those using the Law School's services	E
	A high level of numeracy, accuracy, and attention to detail	E
	Proven ability to use initiative to make suggestions about improvements to service delivery	E
Planning and Organisation	Proven ability to plan, prioritise and manage a demanding and varied workload	E





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

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