



## 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.

<b>Job title:</b> Programme Administrator		
<b>Department/Division:</b> Law		<b>Accountable to:</b> Service Delivery Manager (LLB)
Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Demonstrable administrative experience	E
	Excellent IT skills, including: <ul style="list-style-type: none"> <li>Intermediate MS Word and MS Excel</li> <li>Familiarity with MS Outlook or other email packages</li> </ul>	E
	Experience of working in an academic or similar environment in an administrative capacity	D
	An undergraduate degree or equivalent experience	E
<b>Communication</b>	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
<b>Teamwork and Motivation</b>	Experience of participating in and making a positive contribution to a team	E
	Evidence of a pro-active approach to work	E
<b>Liaison and Networking</b>	Proven ability to liaise with internal and external contacts	E
<b>Service delivery</b>	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
<b>Planning and Organisation</b>	Proven ability to plan, prioritise and manage a demanding and varied workload	E



	Ability to work with limited supervision	E
<b>Initiative and Problem Solving</b>	Experience of solving everyday problems and thinking creatively, including recognising when a problem should be referred to others	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision	E
	Complete discretion when handling confidential material	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.**