



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 (Atlantic Fellows for Social and Economic Equity programme)

Department/Division: International Inequalities Institute Accountable to: Institute Manager

Criteria	E/D
Knowledge and Experience: <ul style="list-style-type: none"> Administrative experience with particular focus on travel and logistical management Excellent IT skills including MS Word, Excel, Outlook and PowerPoint and ability to acquire working knowledge of new software and technologies Educated to degree level or equivalent Experience working in the higher education sector 	 E E D D
Teamwork and Motivation: <ul style="list-style-type: none"> Demonstrable motivation to work in an administrative role in higher education and identification with the aims of the International Inequalities Institute Ability to contribute actively to the team to meet objectives 	 E E
Communication: <ul style="list-style-type: none"> Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writing Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail Ability to deal tactfully and effectively with staff and external contacts at all levels, demonstrating discretion where appropriate 	 E E E
Initiative and problem-solving: <ul style="list-style-type: none"> Ability to make decisions and use initiative and to manage tasks with a minimum of supervision Ability to exercise judgement in relaying important, confidential and sensitive information to various parties 	 E E



<ul style="list-style-type: none">• Ability to resolve problems when an immediate solution is not apparent	E
Liaison and networking: <ul style="list-style-type: none">• Experience of working with a range of people at all levels of seniority in support of divisional goals• Ability to form links and networks with internal and external colleagues	E E
Planning and organising resources: <ul style="list-style-type: none">• Ability to keep work practices, systems and procedures under on-going review and update and amend as required• Highly organised and ability to plan, prioritise, multi-task and work to deadlines• A thorough and detailed approach with meticulous attention to detail	E E E
Service delivery: <ul style="list-style-type: none">• Ability to provide a high standard of service to internal and external stakeholders	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.