



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: Graduate Programmes Manager

Department/Division: Philosophy, Logic and Scientific Method **Accountable to:** Department Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	Previous experience in programme management in an educational setting	E
	Demonstrable proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.	E
	Experience in using educational technology platforms for programme management, student communication and assessment purposes.	E
	Ability to adapt to new IT systems and tools quickly, with a willingness to learn and embrace technological advancements in education.	E
Communication	Exceptional verbal and written communication skills, with the ability to effectively convey complex information to diverse audiences.	E
	Proficiency in using various communication channels, including email and face-to-face interactions.	E
	Demonstrable ability to engage with students, faculty and stakeholders at all levels.	E
Service Delivery	Proven track record in delivering high-quality service, ensuring needs are met promptly and effectively.	E
	Experience in implementing and improving service delivery processes to enhance satisfaction.	E
	Ability to handle inquiries, complaints and feedback striving for continuous improvement.	E



Liaison and Networking	<p>Strong interpersonal skills, with the ability to build and maintain positive relationships with academic staff, administrative colleagues, and external partners.</p> <p>Experience in fostering collaborations and partnerships with relevant departments, institutions, and organisations to support programme objectives.</p>	E E
Teamwork and Motivation	<p>Demonstrable ability to work collaboratively within a team environment, fostering a positive and inclusive atmosphere.</p> <p>Experience in motivating and inspiring team members to achieve common goals utilising effective interpersonal skills.</p>	E E
Planning and organising resources	<p>Proven ability to plan, prioritise and organise workload effectively to deliver successful programmes and initiatives</p> <p>Proven ability to adapt to changing priorities and manage multiple tasks simultaneously</p>	E 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.