



## 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:** PAGE Business and Office Manager

**Department/Division:** PAGE

**Accountable to:** Deputy Director of PAGE Operations

Competency	Criteria	E/D
<b>Knowledge and experience</b>	• Experience of managing an office and/or facilities management in a large complex organisation	E
	• Excellent office IT skills including general Windows experience (Word, Outlook, Excel and PowerPoint)	E
	• Experience of managing a budget	D
	• Experience of project management	D
	• Experience of team supervision	D
<b>Communication</b>	• High quality, accurate and professional written and oral communication skills with excellent attention to detail	E
	• Ability to handle confidential staff data with discretion and tact	E
		E
<b>Liaison and Networking</b>	• Ability to initiate and build internal networks within the School	E
	• Ability to liaise effectively with senior staff within the Division	E
	• Ability to build effective working relationships with all staff across the Division	E
<b>Decision making</b>	• Ability to make and take responsibility for autonomous decisions	E
<b>Initiative and problem solving</b>	• Ability to innovate, be responsive, resourceful and resilient	E
	• Ability to resolve problems when an immediate solution is not apparent	E
	• Experience of planning and progressing work using initiative and judgement	E
<b>Teamwork and motivation</b>	• Ability to provide leadership, direction and motivation to team members not under direct supervision	E
	• Ability to work as part of a team	E
<b>Planning and Organisation</b>	• Ability to plan and manage the office space ensuring all staff are appropriately accommodated during a period of change and growth	E



	<ul style="list-style-type: none"><li>• Ability to manage a busy and varied workload, with minimal supervision</li></ul>	E
<b>Service Delivery</b>	<ul style="list-style-type: none"><li>• Commitment to high quality service delivery</li></ul>	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.**