



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: Institute Administrator

Department/Division: Marshall Institute
Accountable to: Institute Manager

Criteria	E/D
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Administrative experience with a particular focus on diary and travel management • Experience of event management • Experience managing budgets, contracts, and supplier relationships • Excellent IT skills, including MS Word, Excel, Outlook and Power Point, and ability to acquire working knowledge of new software and technologies • Educated to degree level or equivalent • Experience of working in the higher education sector, including teaching and research administration • Experience coordinating longer-term projects 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Teamwork and motivation</p> <ul style="list-style-type: none"> • Demonstrable motivation to work in an administrative role in higher education and identification with the aims of the Marshall Institute • Ability to contribute actively to the team to meet objectives 	<p>E</p> <p>E</p>
<p>Communication</p> <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 	<p>E</p> <p>E</p> <p>E</p>



<ul style="list-style-type: none"> Ability to update website and online content, contributing to social media content where appropriate 	E
<p>Initiative and problem-solving</p> <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 Ability to resolve problems when an immediate solution is not apparent 	E E E
<p>Liaison and networking</p> <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
<p>Planning and organising resources</p> <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
<p>Service delivery</p> <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.