



## 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:** Associate Programme Director – MSc Law and Finance

**Department:** Law School and Department of Finance    **Accountable to:** Department Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	A degree in a relevant discipline (Finance, Law, Economics, Business Management) or a cognate discipline.	E
	Experience of working in the Financial Services Sector.	E
	Proficient in the use of a range of IT packages and databases – particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, Outlook.	E
	Experience and knowledge of the current Business Education environment.	D
<b>Communication</b>	Excellent written and oral communication skills.	E
	Experience of dealing with a wide range of people in an appropriate, sensitive and tactful manner.	E
	Ability to explain complex information in a readily understandable way.	E
<b>Teamwork and Motivation</b>	Ability and willingness to function effectively in a team with other members of the administrative and academic staff in the Law School and in the Finance Department.	E
	Experience of delegating effectively within a team and agreeing clear objectives with those in the team.	E
<b>Decision Making</b>	Ability to make autonomous decisions regarding own responsibilities and those of the immediate team, taking appropriate information into account and consulting as necessary.	E
	Ability to contribute to decision-making within the wider department.	E



	Ability to provide authoritative advice and input to others	E
	Proven ability to develop options on questions affecting the depart as a whole, taking appropriate information into account and consulting as necessary	E
<b>Initiative and Problem Solving</b>	Proven problem-solving skills, including:  i) the ability to resolve problems when an immediate solution is not apparent; and ii) the ability to deal with complex problems that could have significant repercussions.	E  E
<b>Liaison and Networking</b>	Experience of initiating, building and leading internal networks, in order to maintain relationships over time and establish new communication channels.  The proven ability to participate in networks both internally and externally.	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.**