



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: Deputy Department Manager

Department/Division: Geography and Environment

Accountable to: Department Manager

| Competency | Criteria | E/D |
|--------------------------|--|-----|
| Knowledge and Experience | Extensive experience of working within higher education or academic / research administration | E |
| | An excellent working knowledge of Microsoft Office applications | E |
| | Educated to degree level or equivalent | E |
| | Familiarity with UK university procedures | E |
| | Excellent spreadsheet and numerical skills | E |
| | Experience of providing high-level and versatile support to a Senior Departmental figures or equivalent | E |
| | Experience of line management | D |
| | Experience of collating and analysing data with a view to producing written reports | D |
| | Experience of research grant administration | D |
| | Familiarity with academic peer reviewed journal and Research Excellence Framework procedure and administration | D |
| | Experience of budgeting, overseeing and recording financial expenditure | D |
| Communications | Outstanding written and verbal communication skills | E |
| | Experience of dealing with a wide range of people in an appropriate and sensitive manner, including difficult situations | E |
| | Experience of offering informed advice and pastoral care to students or in a customer service environment | D |



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| | Ability to process and summarise high level communications and pass on to relevant members of staff | D |
| | Ability to assertively communicate on behalf of the Department's interests in various forums both internal and external of the School. | D |
| Liaison and Networking | Relationship building and networking skills with both internal and external stakeholders | E |
| | Ability to act as liaison between a wide range of people and departments, including outside the school | E |
| | Ability to act as a point of contact for queries, whether from staff, students, applicants or other departments within the school | E |
| Planning & Organisation | Experience of working under pressure and planning and organising a very busy and varied workload, often with conflicting deadlines | E |
| | Experience of working alone, managing workloads and being self-sufficient. | D |
| | History of successful delivery in a task or project-based environment | D |
| Service Delivery | Experience of meticulously ensuring compliance with legislation and regulations | E |
| | Experience of maintaining accurate records during communications, data analysis | E |
| | Experience of facilitating events or meetings including minute taking. | D |
| Teamwork and Motivation | Ability to lead by example, provide an environment for staff and students to develop to their highest level | E |
| | Experience of agreeing clear objectives with those in a team | E |
| | Experience of providing cover outside of normal workloads in the event of staff absence including Departmental Manager as required. | D |
| Initiative and Problem Solving | The ability to anticipate, assess and deal with complex problems that could have a significant repercussion on the department and / or students | E |
| | Experience of making autonomous decisions and providing advice to others | E |
| | Ability to assess the efficacy and potential pitfalls of procedures and systems, or where standard procedures do not exist, offering informed alternatives and consulting relevant staff or | E |



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| | departments where needed | |
| | Able to undertake key involvement and utilise long term strategic thinking to improve departmental practice where appropriate | D |
| | Able to come up with ideas or innovations as an input into the departmental professional services' procedures. | D |

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.