



## 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: Department Manager (Operations and Personnel)**

**Department: Law**

**Accountable to: Department Manager (Strategy and Resources)**

Criteria	Evidence	E/D
<b>Knowledge and Experience</b>	Substantial previous administrative and operational experience	E
	Experience of managing and developing staff	E
	Experience of managing financial resources, such as cash and staff budgets	E
	An excellent working knowledge of Microsoft 365 applications, in particular excel	E
	Educated to degree level or equivalent	E
	Experience of working in the higher education sector	D
<b>Planning and Organising Resources</b>	Experience of planning and allocating resources of a department or smaller unit on an annual cycle	E
	Experience of data collection, analysis and maintenance within and across planning cycles	E
	Experience of medium to long term planning within the context of a department or unit's overarching strategy	E
<b>Teamwork and Motivation</b>	Experience of setting objectives, conducting career development reviews and regular one-to-ones, and dealing promptly with any performance-related issues	E
	The proven ability to break down barriers, promote aspirational team values and communicate a clear vision of what is to be achieved	E



<b>Project Management</b>	The proven ability to lead and drive forward an administrative project ensuring that deadlines are met and stakeholders are effectively engaged	E
<b>Decision Making</b>	The proven ability to make decisions on behalf of a Department or unit	E
	The ability to advise senior colleagues in support of the Department's decision making, synthesizing policy or data to take a view on sometimes difficult decisions	E
	Experience of knowing when to consult with colleagues and when to keep work off their desks	E
<b>Service delivery</b>	A proactive approach to dealing with customer needs, in order that continuous improvement is made in relation to the service received by students, academic staff, and other internal and external contacts	E
	Experience of servicing committees	E
	The proven ability to set and maintain standards for the administrative work of the Department	E
	A flexible, outcomes-focused approach	E
<b>Communication</b>	The proven ability to explain complex information in a readily understandable way to a variety of colleagues in different roles	E
	Excellent written and oral communication skills	E
	The proven ability to deal with a large amount of correspondence and identify issues of relevance to the Department	E
<b>Liaison and Networking</b>	Experience of initiating, building and leading internal networks	E
	Experience of representation of a department, unit or group of staff on an organisation-wide committee or group	D
	The ability to contribute to and influence decision-making within an organisation	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.**