

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.

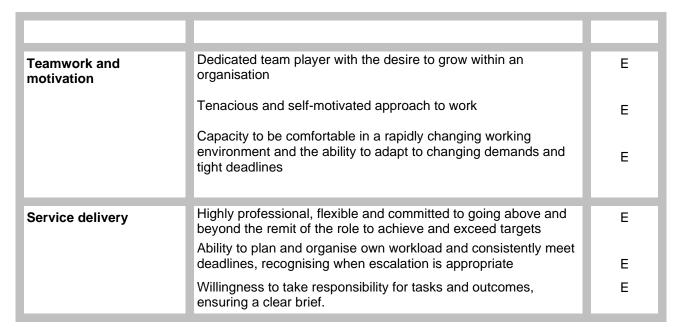
Job title: Senior Client Relations Manager

Department/Division: Summer School, Executive and International Programmes

Accountable to: Head of Executive Education (Client Relations)

Competency	Criteria	E/D
Knowledge and Experience	Proven experience of securing new business (at the six and seven figure level) in a commercial sales environment	E
	Proven experience of growing and retaining business partnerships to achieve and extend agreed targets	E
	Proven experience of building long-term relationships and inspiring trust and confidence with high level stakeholders	E
	A working knowledge of sales methodology to include lead generation, solicitation, cultivation and close	E
	Understanding of, or demonstrable interest in, the higher education sector/executive education	E
	Educated to degree level or equivalent.	E
Strategy and Planning	Experience of creating and monitoring short-, medium- and long-term plans	E
	Performance and target driven	E
	Strategic thinker with the creativity and vision to produce bespoke and attractive propositions and proposals	E
	Ability to maintain trust, confidentiality and discretion	E
	Self-starter, able to spot opportunities, maintain focus and adapt their approach to overcome hurdles	E
Communication	Exceptional listening and oral communication skills; an inspiring	E
	and engaging communication style	E
	Excellent writing and public presentation skills Exceptional influencing skills, with a confident and persuasive approach.	E
Liaison and Networking	Ability to work with a wide range of cultures and an international client portfolio.	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.