



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 Manager (maternity cover)

Department/Division: Marshall Institute for Philanthropy and Social Entrepreneurship
Accountable to: Institute Director

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and Experience | Substantial relevant previous administrative experience | E |
| | Experience of managing financial resources, including budgeting and reporting | E |
| | Ability to analyse data trends and produce forecasts, e.g. income and expenditure | E |
| | Educated to degree level or equivalent | E |
| | Previous experience of staff management | E |
| | Experience of writing reports and minutes | E |
| | Experience of working in Higher Education | E |
| | A good working knowledge of Microsoft Office applications | E |
| | Ability to manage accommodation resources and office space | E |
| Communication | Excellent written and verbal communication skills, including the ability to convey information in the most appropriate format | E |
| | The proven ability to explain complex information in a readily understandable way | E |
| | Ability to deal with a wide range of people in an appropriate and sensitive manner | E |
| Teamwork and Motivation | Experience of managing people, providing leadership and direction to a support team and motivating members of the team | E |
| | Experience of identifying training and development needs, setting objectives, conducting career development reviews and dealing promptly with any performance-related issues | E |
| | Experience of delegating effectively within a team and agreeing clear objectives | E |



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| | Ability to work as part of a team as well as on own initiative | E |
| Liaison and Networking | Relationship building and networking skills, in order to influence developments affecting the Institute | E |
| | Ability to act as the interface between the Institute and the wide range of academic and administrative staff across the School | E |
| Decision-Making | Ability to advise the Director, Executive Team, Management Committee and staff members on decisions, strategies and policy initiatives within the Institute and the wider work area | E |
| | The proven ability to make decisions affecting the Institute as a whole, taking appropriate information into account and consulting as necessary | E |
| | Experience of making autonomous decisions regarding the immediate team and to provide advice to others | E |
| Initiative and Problem Solving | Ability to plan strategically and to organise a busy workload | E |
| | The ability to resolve problems when an immediate solution is not apparent | E |
| | Experience of responding proactively to day-to-day Institute/School matters in an appropriate manner | E |
| Pastoral Care and Welfare | Ability to give support and guidance where standard procedures do not always exist | E |
| | Ability to judge when to refer individuals for professional help | 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.