



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: Office Coordinator

Department/Division: Statistics

Accountable to: MSc Programmes Manager and
Undergraduate Programmes Manager

Competency	Criteria	E/D
Knowledge and experience	Previous relevant experience, preferably within a Higher Education setting	E
	Experience of day to day office administration, including: email; filing, photocopying, and stationery ordering	E
	High standard of education: numerate and literate	E
	Excellent IT skills – MS Office: Word, Excel, Outlook	E
	Experience of servicing meetings and minute writing	E
	Experience of using and working with databases to produce reports and statistics	D
	Knowledge of databases and virtual learning environment software, e.g. SITS and Moodle	D
	Experience of organising events or seminars	D
	Experience of maintaining websites	D
Service Delivery	Evidence of commitment to providing a high quality service and conveying that standard to those using the Department's services	E
	Ability to use initiative to make suggestions about improvements to service delivery	E
	Examples of reacting appropriately to requests for advice or information	E
Communication	Excellent written and oral communication skills	E
	Ability to communicate in a diplomatic and tactful manner with	E



	<p>people at all levels and from a wide variety of backgrounds</p> <p>Ability to produce high quality material for publication</p> <p>Proven ability to service committees, including organising and minuting meetings and drafting documents.</p>	<p>E</p> <p>E</p> <p>E</p>
Planning and Organizing Resources	<p>Examples of managing a varied workload with different, sometimes competing deadlines</p> <p>Evidence of excellent organisational skills</p> <p>Ability to effectively maintain records electronically and on paper</p> <p>High degree of accuracy and attention to detail</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Evidence of ability to anticipate problems and propose possible solutions</p> <p>Evidence of ability to work with limited supervision and use own initiative</p>	<p>E</p> <p>E</p>
Liaison and Networking	Evidence of ability to participate in networks within the workplace and externally	E
Teamwork and Motivation	Evidence of contributing actively to the work of the team	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.