

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.

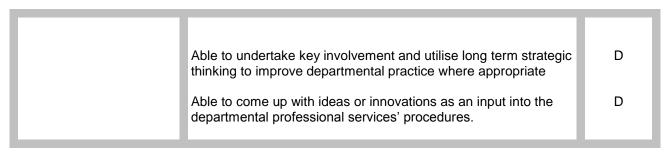
Job title: Deputy Departmental Manager

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
	Educated to master's level, ideally in the social sciences	D
	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	D

	students or in a customer service environment	
	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
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 departments where needed	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.