



## 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
<b>Knowledge and Experience</b>	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
<b>Communications</b>	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



	<p>students or in a customer service environment</p> <p>Ability to process and summarise high level communications and pass on to relevant members of staff</p> <p>Ability to assertively communicate on behalf of the Department's interests in various forums both internal and external of the School.</p>	<p>D</p> <p>D</p>
<b>Liaison and Networking</b>	<p>Relationship building and networking skills with both internal and external stakeholders</p> <p>Ability to act as liaison between a wide range of people and departments, including outside the school</p> <p>Ability to act as a point of contact for queries, whether from staff, students, applicants or other departments within the school</p>	<p>E</p> <p>E</p> <p>E</p>
<b>Planning &amp; Organisation</b>	<p>Experience of working under pressure and planning and organising a very busy and varied workload, often with conflicting deadlines</p> <p>Experience of working alone, managing workloads and being self-sufficient.</p>	<p>E</p> <p>D</p>
<b>Service Delivery</b>	<p>Experience of meticulously ensuring compliance with legislation and regulations</p> <p>Experience of maintaining accurate records during communications, data analysis</p> <p>Experience of facilitating events or meetings including minute taking.</p>	<p>E</p> <p>E</p> <p>D</p>
<b>Teamwork and Motivation</b>	<p>Ability to lead by example, provide an environment for staff and students to develop to their highest level</p> <p>Experience of agreeing clear objectives with those in a team</p> <p>Experience of providing cover outside of normal workloads in the event of staff absence including Departmental Manager as required.</p>	<p>E</p> <p>E</p> <p>D</p>
<b>Initiative and Problem Solving</b>	<p>The ability to anticipate, assess and deal with complex problems that could have a significant repercussion on the department and / or students</p> <p>Experience of making autonomous decisions and providing advice to others</p> <p>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</p>	<p>E</p> <p>E</p> <p>E</p>



	<p>Able to undertake key involvement and utilise long term strategic thinking to improve departmental practice where appropriate</p> <p>Able to come up with ideas or innovations as an input into the departmental professional services' procedures.</p>	<p>D</p> <p>D</p>
--	--	-------------------

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**