



## 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:** Executive Programmes Co-ordinator

**Department:** Institute of Public Affairs

**Accountable to:** EMPA/ EMPP Programme Manager

Criteria	Evidence	E/D
<b>Knowledge and Experience</b>	Demonstrable experience of working with standard university administrative processes in an academic or similar environment	E
	Excellent IT skills, including: <ul style="list-style-type: none"> <li>Intermediate MS Word and MS Excel</li> <li>Familiarity with MS Outlook or other email packages</li> </ul>	E
	Experience of using web editing software (ideally contensis)	D
	Educated to A Level or equivalent	E
	An interest in public policy and social sciences, for example economics, political science or related fields.	D
<b>Communication</b>	Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts	E
	Demonstrable ability to produce error free communication in a variety of formats including letters, emails and web content	E
	Experience using a variety of media to communicate effectively including social media and virtual learning environments such as Moodle	D
	Confidence in relating to a variety of people	E



<b>Teamwork and Motivation</b>	Experience of participating in and making a positive contribution to a team	E
	Evidence of a pro-active approach to work.	E
<b>Liaison and Networking</b>	Proven ability to liaise with internal and external contacts	E
	Demonstrable experience of working at senior levels of an organisational hierarchy, in order to work effectively with EMPA/ EMPP students and prospective students.	D
<b>Service delivery</b>	Commitment to providing a high quality service and conveying that standard to those using the Department's services	E
	A high level of numeracy, accuracy and attention to detail	E
	The proven ability to use initiative to make suggestions about improvements to service delivery.	E
<b>Planning and Organisation</b>	Proven ability to plan, prioritise and manage a demanding and varied workload	E
	The ability to work with limited supervision	E
	The ability to exercise good judgement in referring queries and issues to the Programme Manager that may require a higher degree of programme knowledge, authority and/ or experience.	E
<b>Initiative and Problem Solving</b>	Experience of solving everyday problems and thinking creatively, including recognising when a problem should be referred to others	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision	E
	Complete discretion when handling confidential material.	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.**