



## 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 MSc Programmes Manager

**Ref no.:**

**Department/Division:** Health Policy

**Accountable to:** Department Manager

Criteria	E/D
<p><b><u>Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent; or significant relevant work experience</li> <li>• Excellent IT skills across the range of Microsoft Office applications</li> <li>• Relevant experience of working in higher education,</li> <li>• Relevant experience an executive education environment</li> <li>• Experience of effectively managing budgets, including monitoring, planning and forecasting.</li> <li>• Experience of staff management.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>
<p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills including grammatical accuracy and the ability to adapt content and style to a specific audience</li> <li>• Ability to : <ul style="list-style-type: none"> <li>○ Deal with a wide range of people in an appropriate and tactful manner</li> <li>○ Convey complex information in a clear and concise manner</li> <li>○ Write reports for consideration by senior colleagues and external organisations</li> <li>○ Develop effective communication and marketing strategies</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b><u>Teamwork and Motivation</u></b></p> <ul style="list-style-type: none"> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Work as part of a team of academic and professional services staff, as well as on own initiative</li> <li>○ Manage the work of a small team and delegate work to members of that team as appropriate</li> <li>○ Contribute to, and motivate, the wider team, and to lead by example</li> <li>○ Constructively participate in team meetings, one-to-one meetings and wider departmental meetings</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



<p><b><u>Planning and Organising Resources</u></b></p> <ul style="list-style-type: none"> <li>• Excellent time-management skills, with the ability to organise a busy and demanding workload</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Work effectively with limited supervision</li> <li>○ Prioritise work and to meet deadlines</li> <li>○ Manage budgets, including monitoring, planning and forecasting.</li> <li>○ Organise one-off social and academic events</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b><u>Initiative and Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Deal with and resolve complex, unprecedented problems</li> <li>○ Respond to both internal and external enquiries in an appropriate and confident manner</li> <li>○ Recognise when to seek advice on issues of particular concern</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><b><u>Liaison and Networking</u></b></p> <ul style="list-style-type: none"> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Act as a key authoritative interface between the Department and a wide range of academic and administrative staff across the School</li> <li>○ Identify and develop links with external organisations to further improve both service delivery and the profile of the programmes</li> <li>○ Liaise effectively with students and teachers, especially those who are off-site.</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Outstanding attention to detail</li> <li>• Proven commitment to an ethos of continuous improvement</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Provide outstanding service to students and colleagues at all times</li> <li>○ Develop and manage effective administrative systems and processes</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</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.**