



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: Undergraduate Programmes Manager

Department/Division: Philosophy, Logic and Scientific Method

Accountable to: Department Manager

Criteria	Evidence	E/D
Communication	Examples of having prepared substantial Word documents to a publishable standard	E
	Excellent communications skills and a high standard of written and spoken English	E
	Demonstrable interpersonal skills	E
	Examples of working with Outlook	E
	Examples of selecting the appropriate way to communicate information from a number of alternatives, including web publishing	E
Service Delivery	Examples of dealing with diverse enquiries and multiple deadlines	E
	Examples of reacting appropriately to requests for advice or information	E
	Demonstrable understanding of how to provide a pleasant and professional service at all times	E
	Experience of organising and minuting meetings	E
	Proven ability to service committees to the extent requested by the Chair	D



Liaison and Networking	Examples of liaising with key external and internal individuals	E
	Examples of liaising within a large institution	E
	Examples of gathering knowledge from one network and using it selectively to influence work elsewhere	D
Knowledge and Experience	Good working knowledge of Windows and Microsoft Office software, especially Outlook, Word and Excel	E
	Experience of using specialist university software and applications such as Moodle and SITS, or a willingness to learn	E
	Experience of office and administrative work	E
	Experience of working in higher education environment	E
Investigation Analysis and research	Experience of having retrieved information from technical databases such as SITS, or a willingness to learn	E
	Examples of having collected, combined and analysed data from more than one source	E
Planning and organising resources	Examples of managing a varied workload with different, sometimes competing deadlines	E
	Evidence of excellent organisational skills	E
	Ability to effectively maintain records electronically and on paper	E
	High degree of accuracy and attention to detail	E
Teamwork and motivation	Examples of having contributed successfully to the work of a team	E
	Examples of having worked on own with minimal supervision	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.