



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

Department/Division: Helath Policy

Accountable to: Department Manager

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



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