



## 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:** Faculty Affairs Co-ordinator

**Ref no.:**

**Department:** Management

**Accountable to:** Faculty Affairs Manager

Criteria	E/D
<b><u>Knowledge and Experience</u></b> <ul style="list-style-type: none"> <li>• Relevant work experience in a customer facing environment</li> <li>• Excellent IT skills across the range of Microsoft Office applications</li> <li>• Relevant experience of working in higher education</li> <li>• Experience of servicing meetings and minute writing</li> <li>• Experience of diary management</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<b><u>Communication</u></b> <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>○ Communicate with a wide range of people in an appropriate manner</li> <li>○ Convey information in a clear and concise manner</li> <li>○ Communicate with tact and discretion when dealing with confidential or sensitive issues</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b><u>Teamwork and Motivation / Team Development</u></b> <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>○ Constructively participate in team meetings, one-to-one meetings and wider departmental meetings</li> <li>○ Maintain a consistently positive attitude towards colleagues and to make</li> </ul> </li> </ul>	<p>E</p> <p>E</p> <p>E</p>



<p>an outstanding contribution to the team and Department</p> <ul style="list-style-type: none"> <li>○ Work flexibly in order to ensure that the needs of the Faculty Affairs and wider PSS teams are met</li> </ul>	E
<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 work effectively with limited supervision</li> </ul>	<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>○ Resolve problems using own initiative and judgement</li> <li>○ Respond to 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>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 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.**