



## 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: PhD Programme and Event Coordinator**

**Department/Division: Psychological and Behavioural Science**  
Manager

**Accountable to:** Department

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent; or significant relevant work experience	E
	Excellent IT skills across the range of Microsoft Office applications	E
	Relevant experience of working in higher education, preferably in a student-facing environment	E
Communication	Excellent verbal and written communication skills including grammatical accuracy and the ability to adapt content and style to a specific audience	E
	Ability to : <ul style="list-style-type: none"><li>Deal with a wide range of people in an appropriate, tactful and confident manner</li></ul>	E
	<ul style="list-style-type: none"><li>Convey complex information in a clear and concise manner</li><li>Develop effective stakeholder communication strategies</li></ul>	E
Teamwork and Motivation	Ability to: <ul style="list-style-type: none"><li>Maintain a consistently positive attitude towards colleagues and to make an outstanding contribution to the team and Department</li></ul>	E
	<ul style="list-style-type: none"><li>Constructively participate in team meetings, one-to-one meetings and wider departmental meetings</li></ul>	E
Liaison and Networking	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</li></ul>	E



	<p>administrative staff across the School</p> <ul style="list-style-type: none"> <li>Identify and develop internal and external networks to further improve service delivery and for the wider benefit of the Department</li> </ul>	E
Service Delivery	<p>Outstanding attention to detail</p> <p>Proven commitment to an ethos of continuous improvement</p> <p>Ability to:</p> <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>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Planning and Organising Resources	<p>Excellent time-management skills, with the ability to organise and prioritise a busy and demanding workload</p> <p>Ability to work effectively with limited supervision</p> <p>Experience of budget management</p>	<p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Ability to:</p> <ul style="list-style-type: none"> <li>Use initiative to resolve complex, unprecedented problems</li> <li>Recognise when to seek advice on issues of particular concern</li> </ul>	<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.**