



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 Module Administrator

Department/Division: Data Science Institute

Accountable to: Institute Director

Competency	Criteria	E/D
Knowledge and Experience	Previous experience of working in an administrative role.	E
	Educated to degree level or equivalent.	E
	Knowledge of the HE environment.	E
	Proficient in the use of a range of IT packages and databases – particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, Outlook and Teams.	E
	Knowledge of specialist databases and virtual learning environment software e.g. SITS and Moodle	E
	Experience of using databases to produce reports and statistics	D
Communication	Experience of communicating effectively with internal and external users at all levels, both verbally and in writing.	E
	High-quality written and verbal communication skills.	E
	Ability to convey and present information in a meaningful and appropriate manner.	E
Teamwork and Motivation	Ability and willingness to function effectively in a team with other members of the Institute's administrative and academic staff.	E
	Evidence of motivation and ability to work independently without direct supervision.	E
	Willingness to be flexible and adaptable to the variable work needs of the Institute.	E
Service Delivery	Ability to provide a prompt and efficient service to both internal and external users.	E
	Previous experience of working in a customer service environment.	E
	Ability to follow Institute and School procedures effectively and work with colleagues to support the continuous improvement of	E



	<p>administrative processes.</p> <p>Ability to maintain high standards while working within a fast-paced environment.</p> <p>A high level of accuracy and attention to detail</p>	<p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to liaise effectively with internal and external contacts at all levels.</p>	E
Planning and Organising	<p>Ability to prioritise tasks effectively to meet deadlines.</p> <p>Ability to manage a varied workload, and coordinate a range of tasks and activities.</p> <p>Experience in maintaining effective records and databases.</p>	<p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Ability to use initiative to solve day-to-day queries and problems.</p> <p>Ability to exercise initiative when handling problems or queries, and knowing when to refer them to another colleague.</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.