



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: LAWS Programme Director (0.5 FTE)
Ref no.:

Department: Law

Accountable to: Department Manager
(Strategy and Resources)

Criteria	Evidence	E/D
Knowledge and Experience	A higher degree (Masters' or PhD) in Law.	E
	Experience in teaching Law at Undergraduate and/or Postgraduate level.	E
	Proficient in the use of a range of IT packages – particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, Outlook.	E
	Experience of advising students/ undertaking pastoral work.	D
	Experience of curriculum development.	D
	Experience of initiating and building links with external bodies and professional firms.	D
Communication	Excellent written and oral communication skills.	E
	Experience of dealing with a wide range of people in an appropriate, sensitive and tactful manner.	E
	Ability to explain complex information in a readily understandable way.	E
Analysis and research	Ability to undertake research and brief colleagues on areas relevant to the role, such as developments in legal education and learning technology.	E
Teamwork and Motivation	Ability and willingness to function effectively in a team with other members of the Department's Academic and Professional Services staff.	E



	Experience of co-ordinating and overseeing the work of others within a team, for example teams of teachers.	E
Service Delivery	A proactive approach to dealing with issues to ensure that continuous improvement is made in relation to the service received by students.	E
Decision Making	Ability to make autonomous decisions regarding own responsibilities and those of the immediate team, taking appropriate information into account and consulting as necessary.	E
	Ability to contribute to decision-making within the wider department.	E
	Ability to provide authoritative advice and input to others.	E
Initiative and Problem Solving	Proven problem-solving skills, including:	
	i) the ability to resolve problems when an immediate solution is not apparent; and ii) the ability to deal with complex problems that could have significant repercussions.	E E
Liaison and Networking	Experience of participating in networks both internally and externally.	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.