



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: Access and Participation Plan Project Manager

Department/Division: Academic Registrar's Division
Accountable to: Head of Widening Participation

Competency	Criteria	E/D
Knowledge and experience	Knowledge of the UK higher education system and regulatory landscape	E
	Strong IT skills, with ability to effectively use MS Word, Excel, Powerpoint	E
	Experience working in an administrative role	E
	Experience working in higher education	D
	Experience of servicing committees or working groups, including preparing agendas, papers and minutes and ensuring internal governance requirements are met	D
Communications	Excellent written and report writing skills, including an ability to write succinct and focused committee papers and reports	E
	Excellent interpersonal and communication skills, including an ability to form positive relationships and effectively communicate with a wide range of people across and outside an organisation	E
Teamwork and motivation	Ability to work independently and as part of a range of cross-School teams	E
Liaison and networking	Evidence of ability to initiate, build and lead internal networks to maintain relationships over time and establish new communication channels	E
	Excellent stakeholder management and engagement skills, with an ability to negotiate and influence where appropriate	E
Service delivery	Ability to comprehend and comply with external and internal regulatory and legal requirements	E
	Exemplary attention to detail	E



Initiative and problem-solving	Ability to creatively and effectively resolve problems when an immediate solution is not apparent	E
Analysis and research	Excellent qualitative and quantitative analytical skills, with proven ability to comprehend, evaluate and convey complex information clearly	E
	Ability to understand and interpret financial data and undertake financial reporting	D
Planning and organising resources	Strong organisational skills including the ability to develop project plans, delegate tasks and set up effective monitoring processes	E
	Ability to schedule and support work of colleagues to meet internal and external deadlines	E
	Excellent project management skills	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.