



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: Design Studio Manager

Department/Division: Communications Division **Accountable to:** Head of Corporate Marketing

Competency	Criteria	E/D
Knowledge and experience	<ul style="list-style-type: none"> Educated to degree level or equivalent in a design related field. 	E
	<ul style="list-style-type: none"> Experience of delivering and reporting on complex projects of strategic importance, account managing and meeting the needs of multiple internal stakeholders. 	E
	<ul style="list-style-type: none"> Experience of managing and controlling sizeable budgets/resources. 	E
	<ul style="list-style-type: none"> Proven design experience with excellent Apple Mac skills including use of InDesign, Photoshop and Illustrator CC. 	E
	<ul style="list-style-type: none"> Comprehensive understanding and experience of pre-press and print, including experience handling complex and lengthy publications. 	E
	<ul style="list-style-type: none"> Experience of digital design techniques 	D
	<ul style="list-style-type: none"> Previous experience of working in higher education. 	D
Communication	<ul style="list-style-type: none"> Excellent oral and written communication skills. 	E
	<ul style="list-style-type: none"> Proven ability to proactively liaise with a range of colleagues at various levels of seniority, interpreting and communicating briefs and design concepts. 	E
	<ul style="list-style-type: none"> Ability to convey complex specialist information in a simple, accurate and clear manner both verbally and in writing. 	E
	<ul style="list-style-type: none"> Ability to provide direction and advice to internal clients face-to-face and in writing with diplomacy and tact, including making presentations to clients and ongoing account 	E



	<p>management and dealing with printers, copywriters and other suppliers explaining the design requirements and outputs required.</p> <ul style="list-style-type: none"> • Motivating & monitoring staff. 	E
Teamwork and motivation	<ul style="list-style-type: none"> • A self-motivated and proactive member of staff with a willingness to contribute to wider divisional or organisational activities. • Ability to lead the staff team in order to focus their efforts on the immediate priorities and motivate individual team members. • Ability to clarify requirements and agree clear task objectives for members of project teams. 	E E E
Initiative and problem solving	<ul style="list-style-type: none"> • Ability to approach briefs creatively and promote challenging innovative solutions. • Ability to analyse complex information e.g. usage data from multiple online platforms, in order to provide solutions and iteratively improve the reach and impact of the school's video and audio products. • Ability to identify operational problems and deploy appropriate solutions independently and without the need for advice from more senior members of staff. 	E E E
Decision Making	<ul style="list-style-type: none"> • Ability to make independent and collaborative decisions in order to deliver complex projects of strategic importance. • Proven ability to provide specialist professional advice in order to assist internal stakeholders at various levels of seniority in making informed decisions. 	E E
Liaison and networking	<ul style="list-style-type: none"> • Proven ability to liaise with internal clients at various levels of seniority to identify their requirements and provide appropriate solutions. • Proven ability to liaise with members of project teams in order to plan and deliver complex projects in a timely manner. • Ability to build and maintain relationships within an organisation in order to better contribute to collaborative activities and promote cross-organisational collaboration. • Ability to build relationships with colleagues in order to share knowledge and best practice, and foster continuing professional development. 	E E E E



Service and Delivery	<ul style="list-style-type: none"> • Ability to fulfil client briefs and to take projects from design to implementation, taking into consideration time and budget constraints • Evidence of working proactively to seek customer feedback in order to monitor progress and identify and deploy iterative improvements to improve service delivery. 	<p>E</p> <p>E</p>
Planning and resources	<ul style="list-style-type: none"> • Evidence of managing complex projects and understanding of client needs incorporating account handling duties such as organising meetings and advising clients on creative and technical problems • Proven ability to use time management skills to independently plan, prioritise and organise own work and the work of others to deliver complex projects of strategic importance. Specifically: • Ability to plan and prioritise the workload of others. • Ability to plan and organise within a budget. • Ability to organise the day to day running of the Unit. • Evidence of providing input and guidance to senior management for long-term strategic planning. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal Skills/ Attributes	<ul style="list-style-type: none"> • Strong communication, interpersonal and presentation skills. • Effective negotiation skills with the ability to influence others' thinking at a senior level. • Strong analytical and problem solving capability within a specialism or across a broad management function. • Ability to deliver on significant projects. • Effective leadership/management skills. • Ability to motivate and support others and build team morale. • Advanced planning, organisational and prioritising skills. • Innovative and creative – ability to generate new ideas and recommendations for change/improvement. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



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E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.