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: Graduate Administrator

Department/Division: Geography and Environment   Accountable to: Sam Colegate

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Competency	Criteria	E/D
Knowledge and Experience	Previous administrative experience, preferably in Higher Education.	E
	Excellent working knowledge of Microsoft Office including Word (creating tables, formatting documents and mail merge), Outlook and Excel (using formulae and generating statistics).	E
	Familiarity with UK university procedures.	E
	Numerate and literate with degree or equivalent. (GCSE Maths, grade B or above (or equivalent) is desirable.)	E
	Experience of servicing and taking minutes at meetings	E
	Experience of arranging events	D
	Ability to maintain/develop website	D
	Knowledge of e-learning software platforms.	D
	Experience of events planning or events management	D
	Experience of the UK Higher Education environment	D
Communications	High level of verbal and written communication skills.	E
	The ability to deal with a diverse range of people with firmness, tact, diplomacy and in a confidential manner.	E
	Ability to proof read and check one's own texts and calculations	E
	Ability to convey regulations and guidelines to staff and students in a clear and concise manner.	E

	Ability to act as a point of contact for queries relating to MSc/PhD matters, whether from staff, students, applicants or other departments within the school	E
	Ability to identify potential student satisfaction/wellbeing concerns and liaise with relevant bodies to address	D
Liaison and Networking	Ability to develop and maintain good working relationships with School departments and divisions so as to maintain a productive two way flow of information.	E
	Ability to maintain working relationships with Alumni and Professionals in the relevant subject areas	D
	Ability to build a network with other administrators and Departments around the School	D
Teamwork	The ability to work as part of a team and contribute ideas to development of administrative systems	E
	To be able to provide cover or assistance to other team members and work collaboratively in instances of high workload or absence	E
Planning & Organisation	Ability to prioritise workloads to meet deadlines, including coping with peak workloads at certain times of the academic year.	E
	Ability to maintain electronic systems for managing and recording the collection of student work	E
	Flexibility and willingness to undertake a varied range of administrative tasks for the Department	E
Service Delivery	Ability to provide a high standard of service accurately and promptly to internal and external customers	E
	To be proactive in identifying and implementing best practice innovation where applicable	E
	Ability to produce and analyse/interpret statistical reports	D
Initiative and Problem Solving	Ability to work with limited supervision and to use own initiative especially when organising the collection of information from various sources to meet deadlines.	E
	Attention to detail and careful proofing, to maintain accuracy of all documents, especially during the examination process.	E
	Ability to manage financial budgets	D

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.