



## 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:** University Relationships Manager – Summer School

**Department/Division:** Summer School, Executive & International Programmes

**Accountable to:** Deputy Director – Summer School, Executive and International Programmes

Competency	Criteria	E/D
<b>Knowledge and experience</b>	• Proven experience of representing an institution within a partnership context to achieve agreed targets/goals	E
	• Understanding of, or demonstrable interest in, the higher education sector	E
	• Knowledge of Microsoft Office, particularly Outlook and PowerPoint	E
	• Educated to degree level or equivalent.	E
<b>Communication</b>	• Exceptional public speaking skills, with a confident and engaging presentation style	E
	• Strong listening and oral communication skills and a track record of building strong relationships within a business context	E
	• Ability to produce clear and engaging written materials and emails	E
<b>Planning and organising resources</b>	• Ability to plan and organise own workload and consistently meet deadlines, recognising when escalation is appropriate	E
	• Experience of creating and monitoring short, medium and long-term plans	E
	• Willingness to take responsibility for tasks and outcomes, ensuring a clear brief.	E
<b>Liaison and networking</b>	• Performance and target driven	E
	• Relationship management skills, able to build strong partner sentiment and personal relationships within a business context	E
	• Self-starter, able to spot opportunities, maintain focus and adapt their approach to overcome hurdles	E



<b>Teamwork and motivation</b>	• Ability to work as part of a team to deliver a shared goal	E
	• Able to motivate others in a team and promote effective team work including setting clear objectives and deadlines, encouraging others and fostering a common purpose.	E
	• Highly professional, flexible and committed to going above and beyond the remit of the role to achieve and exceed targets	E
	• Tenacious and self-motivated approach to work	E
	• Willingness to take responsibility for tasks and outcomes, ensuring a clear brief.	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.**