



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: Teaching Support and Events Officer

Department/Division: Data Science Institute

Accountable to: Institute Manager

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and Experience | Previous experience of working in an administrative role. | E |
| | Educated to degree level or equivalent. | E |
| | Experience of working in an HE environment. | E |
| | Proficient in the use of a range of IT packages and databases – particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, Outlook and Teams. | E |
| | Experience of organising/managing events. | E |
| | Knowledge of specialist databases and virtual learning environment software e.g. SITS and Moodle. | D |
| | Experience of using databases to produce reports and statistics. | D |
| Communication | Experience of communicating effectively with internal and external users at all levels, both verbally and in writing. | E |
| | High-quality written and verbal communication skills. | E |
| | Ability to convey and present information in a meaningful and appropriate manner. | E |
| Teamwork and Motivation | Ability to build and maintain working relationships with students, academics and support staff. | E |
| | Evidence of motivation and ability to work independently without direct supervision. | E |
| | Willingness to be flexible and adaptable to the variable work needs of the Institute. | E |
| Service Delivery | Ability to provide a prompt and efficient service to both internal and external users. | E |
| | Ability to follow Institute and School procedures effectively and work with colleagues to support the continuous improvement of administrative processes. | E |



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|---------------------------------------|--|---|
| | Ability to maintain high standards while working within a fast-paced environment. | E |
| | A high level of accuracy and attention to detail. | E |
| Liaison and Networking | Ability to liaise effectively with internal and external contacts at all levels. | E |
| Planning and Organising | Ability to prioritise tasks effectively to meet deadlines. | E |
| | Ability to manage a varied workload, and coordinate a range of tasks and activities. | E |
| | Experience in maintaining effective records and databases. | E |
| Initiative and Problem Solving | Ability to use initiative to solve day-to-day queries and problems. | E |
| | Ability to exercise initiative when handling problems or queries, and knowing when to refer them to another colleague. | 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.