



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: Executive Officer to The Director

Division: Directorate and Support Team

Accountable to: Head of Directorate & Strategy Delivery

Competency	Criteria	E/D
Knowledge and Experience	Educated to master's level or higher	E
	An award of an MSc in the social sciences	D
	Confidence in working with senior staff; with strong awareness of the "big picture" issues relating to the School, the HE sector generally and the wider political scene	E
	Strong IT skills, including a good working knowledge of Microsoft Office packages	E
	Strong literacy and numeracy skills	E
	Experience of drafting policy papers	E
	Experience of drafting speeches and other external facing texts and presentations	E
	Experience of managing a small team	D
	Experience of stakeholder management at all levels, and of co-ordinating activities and people to desirable outcomes outside of formal line management	E
Planning and Organising Resources	The ability to organise and be responsible for own workload and that of others	E
	The ability to harness and to direct resources allocated to the Director including human, physical and financial	E
Decision Making	Experience of autonomous decision-making	E



	The ability to make decisions with information is incomplete or ambiguous	E
Initiative and Problem Solving	The ability to resolve problems when an immediate solution is not apparent	E
Teamwork and Motivation	The ability to delegate effectively to other team members and agree clear objectives with those in the team	E
Service Delivery	The ability to prioritise actions and respond to competing demands under pressure	E
	Experience of ensuring compliance with legislation and internal regulation	D
	The ability to get best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations.	E
Communication	Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress.	E
	Articulate and literate - able to present to senior staff (internally and externally) and produce written work of the highest quality	E
	The ability to explain complex information	E
	The ability to write, receive, understand and convey complex ideas e.g., report writing and data analysis	E
Liaison and Networking	The ability to be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work.	E
	The ability to initiate, build and lead internal networks to maintain relationships over time and establish new communication channels	E
	The ability to participate in networks both internally and externally	E
	Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests.	E



Analysis and Research	Excellent research skills with experience in different methods	E
	Experience of qualitative data analysis	D
	Experience of media or content analysis	D
	Proven capacity to develop new knowledge in a wide range of areas	D
	Experience of writing up research findings	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.