



## 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:** Institute Administrator

**Department/Division:** Data Science Institute

**Accountable to:** Institute Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	• Educated to degree level or equivalent.	E
	• Administrative experience with a particular focus on diary and travel management.	E
	• Experience managing budgets, contracts, and supplier relationships.	E
	• Excellent IT skills, including MS Word, Excel, Outlook and PowerPoint, Teams and ability to acquire working knowledge of new software and technologies.	E
	• Experience of working in the higher education sector, including teaching and research administration.	D
<b>Teamwork and motivation</b>	• Demonstrable motivation to work in an administrative role in higher education.	E
	• Ability to contribute actively to the team to meet objectives.	E
<b>Communication</b>	• Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writing.	E
	• Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail.	E
	• Ability to deal tactfully and effectively with staff and external contacts at all levels, demonstrating discretion where appropriate.	E



<b>Initiative and problem-solving</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions and use initiative to manage tasks with a minimum of supervision.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to exercise judgement in relaying important, confidential and sensitive information to various parties.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to resolve problems when an immediate solution is not apparent.</li> </ul>	E
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>• Experience of working with a range of people at all levels of seniority in support of strategic goals.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to form links and networks with internal and external colleagues.</li> </ul>	E
<b>Planning and organising resources</b>	<ul style="list-style-type: none"> <li>• Ability to keep work practices, systems and procedures under on-going review and update and amend as required.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Highly organised and able to plan, prioritise, multi-task and work to deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A thorough and detailed approach with meticulous attention to detail.</li> </ul>	E
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Ability to provide a high standard of service to internal and external stakeholders.</li> </ul>	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.**