# 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 and Assessment Administrator

**Department/Division:** Data Science Institute       **Accountable to:** Institute Manager

| Competency | Criteria | E/D |
|---|---|---|
| **Knowledge and Experience** | Educated to degree level or equivalent, or significant relevant work experience | E |
| | Relevant experience of working in a busy administrative environment, preferably within Higher Education | E |
| | Advanced working knowledge of Microsoft Office; and the ability to learn specialist or bespoke IT systems | E |
| | Experience of working in a student-facing team. | D |
| **Communication** | Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing | E |
| | Ability and confidence in communicating with a wide range of internal and external contacts, including senior stakeholders | E |
| | Ability to deal professionally with confidential and sensitive information | E |
| **Planning and Organisation** | Proven ability to plan, prioritise and manage a demanding and varied workload with competing priorities | E |
| | Ability to effectively maintain accurate records and databases | E |
| **Service delivery** | Ability to provide a high standard of service and to provide information accurately and promptly to internal and external customers | E |
| | A high level of numeracy, accuracy, and attention to detail | E |
| | The proven ability to use initiative to make suggestions about | E |

| | improvements to service delivery and to act on feedback from service-users | |
| --- | --- | --- |
| | Ability to follow Institute and School procedures effectively and work with colleagues to support the continuous improvement of administrative processes. | E |
| | Ability to maintain high standards while working within a fast-paced environment | E |
| **Teamwork and Motivation** | Experience of participating in and making a positive contribution to a team | E |
| | Ability to maintain a positive, enthusiastic, 'can do' attitude at all times | E |
| | Self-motivation, a proactive approach to work, and the ability to work with limited supervision | E |
| | Willingness to be flexible and adaptable to the variable work needs of the Institute | E |
| **Initiative and Problem Solving** | Experience of solving problems with flexibility, timeliness, and sensitivity | E |
| | Ability to exercise initiative when handling problems or queries, and to recognise when a problem should be referred | E |
| | Ability to evaluate, from a number of options, the most appropriate course of action | E |
| **Liaison and Networking** | Experience of building and developing networks with internal and external contacts | E |
| | Experience of using internal or external contacts to further an aim or goal or to promote the organisation | 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.**