

## **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: Deputy Department Manager** 

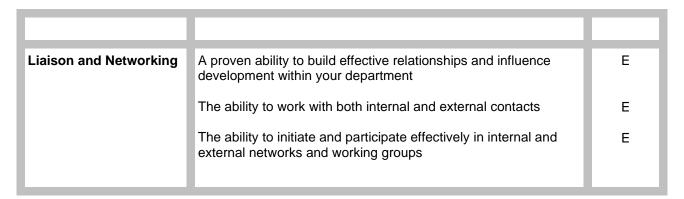
Department/Division: Health Policy Accountable to: Department Manager

Competency	Criteria	E/D
Knowledge and Experience	Substantial relevant previous administrative experience, preferably in Higher Education setting	E
	Relevant experience of management and administration of teaching programmes and courses	E
	Demonstrable team leadership and staff management experience	E
	Strong working knowledge of Microsoft Office applications and database systems	E
	Educated to degree level or equivalent	E
	Experience writing reports and minutes	D
	Experience of budget management	D
Planning and Organising Resources	Experience of planning on short to medium term basis, and on annual cycle	E
	Demonstrable ability to coordinate and take lead responsibility for the delivery of the Departmental teaching provision	E
	Proven ability to lead a team of colleagues to deliver common goals	E
	Ability to analyse simple data trends and produce forecasts	D
Teamwork and	Experience in providing team leadership and supervision, and an ability to motivate and encourage team spirit and citizenship	E



motivation	Experience of delegating effectively within a team and agreeing clear objectives	E
	Demonstrable ability to work on own initiative and with minimum supervision	E
	Experience of line management: setting objectives, conducting performance development reviews, providing training and support and dealing promptly with any performance-related issues	D
	An understanding of working collaboratively with academic staff and an ability to facilitate this	D
Decision Making; Initiative and Problem Solving	The ability to advise senior leadership team on decisions and operations within the area of teaching delivery and operations	E
	The ability of making autonomous operational decisions and knowing when it is appropriate to refer upwards	E
	The ability to resolve problems when an immediate solution is not apparent	E
Service Delivery	The proven ability to set and maintain high standards of service delivery in the Department	E
	A proactive approach to dealing with the continuous improvement of service delivery, including an understanding of the student experience	E
	Experience of servicing committees	D
Communication	Excellent written and oral communication skills	E
	The proven ability to explain complex information in a readily understandable way and via the most appropriate means	E
	Ability to appreciate the differences between working with students, professional service staff, academics and research staff	E
	The proven ability to deal with a large amount of correspondence and identify issues of particular relevance to the Department	E
	The ability to explain Departmental procedures and applications to colleagues of all levels of seniority	Е





E – Essential: requirements without which the job could not be done.

D - Desirable: requirements that would enable the candidate to perform the job well.