



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: Department Manager

Department: Department of Gender Studies

Accountable to: Head of Department

Criteria	Evidence	E/D
Knowledge and Experience	Substantial management experience in a Higher Education environment	E
	Educated to degree level or equivalent	E
	An excellent working knowledge of Microsoft Office	E
	Experience of working in an academic department	D
	Experience of working with research grants	D
Communication	Proven ability to explain complex information in a readily understandable way	E
	Excellent written and oral communication skills	E
	Experience of tailoring communication to effectively communicate with a wide range of people at all levels	E
	Ability to deal with a wide range of people in an appropriate and sensitive manner	E
Planning and Organising Resources	Ability to lead on, and take responsibility for, the provision of a wide range of support services	E
	Proven ability to effectively plan, manage and oversee human, financial and physical resources	E
	Ability to plan strategically and to organise a busy workload	E
	Experience of medium and long-term planning	D



Teamwork and Motivation	<p>Ability to proactively manage and provide leadership, support and motivation</p> <p>Ability to work as part of a team as well as on own initiative</p> <p>Experience of delegating effectively</p> <p>Experience of setting objectives, conducting performance development reviews and dealing promptly with performance-related issues</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Proven problem-solving skills, including:</p> <p>i) the ability to resolve problems when an immediate solution is not apparent; and</p> <p>ii) the ability to deal with complex problems with potentially significant repercussions</p> <p>Ability to make decisions regarding own and team responsibilities, as well as decisions which affect the Department as a whole, taking appropriate information into account and consulting as necessary</p>	<p>E</p> <p>E</p> <p>E</p>
Service Delivery	<p>Ability to set and maintain the highest standards of service delivery</p> <p>Ability to provide authoritative advice and input to others</p>	<p>E</p> <p>E</p>
Liaison and Networking	<p>Proven ability to build internal and external professional networks</p> <p>Ability to act as interface between the Department and a wide range of academic, research and professional services staff across the School</p>	<p>E</p> <p>E</p>



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

D – Desirable: Requirements that would enable the candidate to perform the job well.