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: Programme Administrator - Assessments (Global Programmes)		
Department/Division: LSE Extended Education **Accountable to:** Assessment Manager (Global Programmes)		
Competency	**Criteria**	**E/D**
Knowledge and experience	Experience of running examinations and assessments. Previous administrative experience, including managing email inboxes and supporting meetings. Excellent numeracy and IT skills (particularly Microsoft Office). Experience of working in a Higher Education setting.	D E E D
Communication	Excellent communication skills (written and oral). Ability to draft and proofread documents and minutes. Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels. Experience of scheduling meetings, producing agendas, taking minutes and following up on action points.	E E E D
Teamwork and motivation	Ability to work as part of a team. Evidence of flexibility and willingness to be involved in a variety of ad-hoc projects as required.	E E
Service delivery	Ability to provide proactive support for colleagues. Ability to handle confidential documents and correspondence.	E E

Planning and organising resources	Ability to plan and organise own workload and consistently meet deadlines. High attention to detail. Experience of implementing and maintaining filing and logging systems.	E E D
Initiative and problem solving	Ability to evaluate options and select the optimal solution. Ability to independently find answers through searching the web or internal documentation. Ability to quickly learn and apply new skills.	E E E
Decision-making	Ability to contribute to collective decision-making. Ability to recognise when a problem should be referred.	E 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.