



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
Ref no.:

Department/Division: Marshall Institute
Accountable to: Institute Manager

Criteria	E/D
Knowledge and Experience <ul style="list-style-type: none">Administrative experience with a particular focus on diary and travel managementExperience of event managementExperience managing budgets, contracts, and supplier relationshipsExcellent IT skills, including MS Word, Excel, Outlook and Power Point, and ability to acquire working knowledge of new software and technologiesEducated to degree level or equivalentExperience of working in the higher education sector, including teaching and research administrationExperience coordinating longer-term projectsExperience of internal/external communications, web editing and social media	E E E E D D D D
Teamwork and motivation <ul style="list-style-type: none">Demonstrable motivation to work in an administrative role in higher education and identification with the aims of the Marshall InstituteAbility to contribute actively to the team to meet objectives	E E
Communication <ul style="list-style-type: none">Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writingAbility to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detailAbility to deal tactfully and effectively with staff and external contacts at all levels, demonstrating discretion where appropriate	E E E



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