



## 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.

<b>Job title:</b> Teaching Support Officer		
<b>Department/Division:</b> Mathematics		<b>Accountable to:</b> Department Manager
Competency	Criteria	E/D
Knowledge and experience	• Educated to degree level (or equivalent through experience).	E
	• Demonstrable experience of working in an academic or similar environment in an administrative capacity.	E
	• Excellent IT skills (MS Office). Confidence and willingness to learn new systems/software as required.	E
Communication	• Excellent written and verbal communication skills, including the ability to produce clear and accurate correspondence and documentation.	E
	• Ability to convey complex information in an accessible and professional form to a range of stakeholders.	E
	• Experience of committee servicing and writing minutes.	D
	• Experience of drafting, explaining and proof-reading complex queries or guidelines.	D
Planning and Organising Resources	• Evidence of effective time management and planning.	E
	• Proven ability to plan, prioritise and systematically manage a demanding and varied workload to meet deadlines.	E
	• Ability to work under pressure and find appropriate solutions to problems.	E
	• Evidence of the ability to work on multiple projects concurrently without loss of attention to detail or accuracy.	E
Service Delivery	• Experience of working within best practice policies and guidelines.	E
	• A high level of numeracy, accuracy and attention to detail.	E
	• Evidence of the ability to use initiative to make suggestions about improvements to service delivery.	D
Teamwork and Motivation	• Ability to work on own initiative.	E
	• Ability to work flexibly and proactively as part of a team.	E
	• Ability to secure co-operation from colleagues in meeting deadlines and agreed standards of quality.	E



Initiative and Problem Solving	<ul style="list-style-type: none"><li>• A solution-focused attitude and approach taken to all projects, whilst working within guidelines</li><li>• Proven ability to highlight errors or problems and resolve them in a timely, responsible manner</li><li>• Ability to use initiative to solve day-to-day problems with a minimum of supervision.</li><li>• Ability to assess and review information, knowing when to refer on</li></ul>	E E E E
Liaison and Networking	<ul style="list-style-type: none"><li>• Ability to develop and maintain effective working relationships with staff and students, both within the Department and across the School</li></ul>	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.**