



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: Centre Administrator

Department/Division: STICERD
Accountable to: Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent or relevant work experience	E
	Excellent working knowledge of Microsoft Office, particularly Word, Outlook, Excel and PowerPoint	E
	Numeracy and IT skills	E
	Experience in a PA role	D
	Previous experience of working in an administrative role within a university.	D
	Experience of finance administration	D
Communication	Excellent oral and written communication skills	E
	Ability to:	
	<ul style="list-style-type: none"> Communicate with a wide range of people in an appropriate manner 	E
	<ul style="list-style-type: none"> Convey information in a clear and concise manner 	E
	<ul style="list-style-type: none"> Communicate with tact and discretion when dealing with confidential or sensitive issues 	E
	<ul style="list-style-type: none"> Outstanding attention to detail and accuracy 	E
	<ul style="list-style-type: none"> Ability to collect, analyse and present data appropriately 	D



Service Delivery	<ul style="list-style-type: none"> • Experience of day-to-day office administrative processes, including email, filing, scanning and photocopying 	E
	<ul style="list-style-type: none"> • Ability to work under pressure whilst maintaining a high degree of accuracy. 	E
	<ul style="list-style-type: none"> • Ability to provide service and information accurately and promptly to internal and external customers. 	E
	<ul style="list-style-type: none"> • Develop and manage effective administrative systems and processes 	E
Teamwork and Motivation	<ul style="list-style-type: none"> • Ability to work as part of a team. 	E
	<ul style="list-style-type: none"> • Ability to work with limited supervision and use own initiative. 	E
Planning and Organisation	<ul style="list-style-type: none"> • Excellent time-management skills, with the ability to organise a busy and demanding workload 	E
	<ul style="list-style-type: none"> • Ability to work effectively with limited supervision 	E
Initiative and Problem Solving	<ul style="list-style-type: none"> • Experience of exercising initiative to resolve problems as they arise 	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.