

## Person Specification

<b>Job Title:</b>	Departmental Administrator
<b>Department</b>	Academic Departments

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>Q1</b> A levels or equivalent qualifications/experience	A
D	<b>Q2.</b> Educated to degree level or equivalent	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>EK1.</b> Experience of providing administrative support in a range of areas.	A/I
E	<b>EK2.</b> Experience of communicating with a range of stakeholders (students and staff).	A/I
E	<b>EK3.</b> High standard of written and verbal communication.	A/I

E	<b>EK4.</b> Experience of diary management, planning, minuting meetings and report writing.	A/I
E	<b>EK5.</b> Experience of using applications for word processing, financial forecasting and planning.	A/I
D	<b>EK6.</b> Experience of working with a VLE	A/I
D	<b>EK7.</b> Experience of compiling and the dissemination of course materials/documentation.	A/I
D	<b>EK8.</b> Experience of compiling data and monitoring departmental actions.	A/I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>SC1. Knowledge</b> Has full command and use of relevant professional/technical knowledge and job-related knowledge and skills.	A/I
E	<b>SC2. Interpersonal and Communication Skills</b> Excellent interpersonal and communication skills. Able to build effective relationships with a range of internal and external stakeholders.	A/I
E	<b>SC3. Data</b> Ability to collate, interpret and analyse data from a variety of sources and systems.	A/I
E	<b>SC4. Communications</b> High standard of written and verbal communication.	A/I
E	<b>SC5. IT</b> <b>Good understanding of computer literacy</b> including Microsoft Office.	A/I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Support and promotion of equality, diversity, and inclusion.	I

E	Promotion of a safe environment for students and staff.	I
E	Commitment to professional standards	I