PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

<table>
<thead>
<tr>
<th>Job Title: Department Manager</th>
<th>Department: Law</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree or equivalent experience</td>
<td>x</td>
<td></td>
<td>Application Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills and/or Abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of HE administration</td>
<td></td>
<td>x</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Experience of managing, motivating and developing staff</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
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<tr>
<td>Financial skills in procurement, budget setting and monitoring</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
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<tr>
<td>Knowledge of strategic planning</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Excellent communication skills, both written and verbal (such as report writing and committee work)</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Knowledge of student record systems</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Excellent planning and organisational skills</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Experience of using data collection and analysis tools</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Experience of using CRM (customer relationship management tools)</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Experience of setting and managing service standards</td>
<td></td>
<td>x</td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal &amp; Interpersonal Qualities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good organisational and problem-solving skills</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to relate to staff and students</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Effective leader</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to work proactively on own initiative</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to work and keep calm under pressure</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to collaborate and work effectively in team</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to successfully manage change</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity for career development</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willing and able to develop new skills</td>
<td></td>
<td>x</td>
<td>Interview</td>
</tr>
<tr>
<td>Willing and able to improve current skills</td>
<td></td>
<td>x</td>
<td>Interview</td>
</tr>
<tr>
<td>Demonstrable interest in CPD</td>
<td></td>
<td>x</td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to work outside normal hours on occasions</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
</tbody>
</table>