



PERSON SPECIFICATION

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

Job Title: Academic Quality Officer

Department: Academic Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
A UK bachelor degree or equivalent	x		Application Form
Knowledge of current and developing issues in HE, particularly those relevant to quality and standards		x	Application Form / Interview
Skills and/or Abilities			
Familiarity with standard officer software (e-mail, word processing, spreadsheets file management and web browsers) and the ability to use it effectively	x		Application Form
The ability to communicate at a high level orally and in writing, with appropriate attention to detail and employing different levels required to command respect from academic and administrative staff.	x		Application Form / Interview / Test
Good organisational and problem-solving skills, demonstrated through the ability to work independently, prioritise work appropriately, identify problems, and formulate and implement solutions	x		Application Form / Interview
Ability to understand and assimilate complex and sometimes incompatible information and views about academic matters, make and carry out decisions and know when to confer with colleagues or refer matters onwards	x		Application form, interview
A flexible attitude to work	x		Application form, interview
A professional commitment to high standards of work and continuous improvement, and the ability to respond to changing requirements and to maintain effectiveness in changing environments	x		Application form, interview
The ability to relate to students and academic and administrative staff at all levels in a professional, pleasant and confident manner	x		Application Form / Interview / Test
Ability to work collaboratively within the team and with staff across the College as required	x		Application form, interview
Experience			
Experience of providing secretarial support for committees, ideally those treating academic issues		x	Application Form / Interview
Experience of working in HE		x	Application Form / Interview
Other Requirements			
A committed approach to learning and professional development	x		Application Form / Interview