



PERSON SPECIFICATION

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

Job Title: Administration Manager

Department:

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree or equivalent		x	Application Form
Specific Skills, Experience and Knowledge			
Knowledge and understanding of the HE student life cycle	x		Application Form / Interview
Experience of handling a financial budget		x	Application Form / Interview
Experience of committee servicing	x		Application Form / Interview
Experience of operating a Student Record System (preferably Banner) and related systems	x		Application Form / Interview
Experience of process review and improvement	x		Application Form / Interview
Experience of leading a team		x	Application Form / Interview
Experience of managing/updating webpages		x	Application Form / Interview
Experience of responding to enquiries and requests from a range of service users	x		Application Form / Interview
Experience of training staff		x	Application Form / Interview
Personal and Interpersonal Qualities			
Excellent inter-personal and communication skills (oral & written)	x		Application Form / Interview
Excellent organisational and problem-solving skills	x		Interview
A professional approach and manner	x		Interview
Ability to innovate and act proactively	x		Application Form / Interview
Ability to work under pressure and to tight deadlines	x		Application Form / Interview
Capacity for Career Development			
Committed to personal development and interested in building a career in academic administration	x		Interview
Physical Requirements			
Capable of carrying out the duties associated with the post	x		Interview
Circumstances (e.g. unsocial hours etc)			
Occasional weekend or late evening working as required	x		Interview