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