



PERSON SPECIFICATION

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

Job Title: Student Administration Manager (Timetabling)

Department: Student Administration

	Essential	Desirable	Tested by (Application Form, Interview, Test)
Knowledge, Education, Qualifications and Training			
High standard of education to degree level or equivalent relevant experience	X		Application Form
Detailed knowledge and understanding of the HE sector and student life cycle	X		Application Form / Interview
Knowledge of timetabling processes of a university and associate academic processes		X	Application Form/Interview
Skills and/or Abilities			
Excellent IT skills and the ability to learn new systems and programmes	X		Application Form/Test
A high level of literacy and experience of writing documents such as procedures, reports and papers	X		Application Form / Interview
Ability to identify and implement administrative improvements	X		Application Form / Interview
Strong analytical and problem solving skills	X		Interview
Excellent interpersonal skills including an ability to use tact and diplomacy	X		Interview
Excellent organisational skills including a proven ability to meet to strict deadlines	X		Application Form / Interview
Ability to innovative and act pro-actively	X		Application Form / Interview
Experience			
Experience of using a timetabling system (preferably Scientia) and related software		X	Application Form
Experience of working in an HE environment		X	Application Form
Experience of using reporting tools		X	Application Form / Interview
Experience of reviewing and developing processes to improve efficiency and customer satisfaction	X		Application Form / Interview
Experience of training staff	X		Application Form / Interview
Experience of managing or leading a team		X	Application Form / Interview
Other requirements			
Committed to personal development and interested in building a career in academic administration	X		Application Form / Interview
Occasional weekend or late evening working and travel to events and other external activities as required	X		Application Form