

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 Systems Officer

Department / Unit: 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
Knowledge and understanding of the HE sector and student life cycle.	X		Application Form / Interview
Familiarity of Student Records Systems (Preferably Banner) and related systems		X	Application Form / Interview
Skills and Abilities			
Good oral and written communication skills	X		Application Form / Interview/ Test
Excellent organisational skills and ability to work on own initiative	X		Application Form / Interview
Ability to work with accuracy and speed	X		Test
Ability to work under pressure	X		Application Form / Interview
Ability to identify and implement administrative improvements	X		Application Form / Interview
Ability to problem solve	X		Application Form / Interview
Experience			
Experience of responding to enquiries and requests from a range of service users	X		Application Form / Interview
Excellent computing skills and the ability to learn new programmes	X		Test
Experience of writing documents and producing analytical reports	X		Application Form / Interview
Knowledge of information security and of good practice in the management of sensitive data		X	Application Form / Interview
Experience of using reporting tools		X	Application Form / Interview
Other requirements			
Committed to personal development and interested in furthering a career in academic administration	X		Interview
Weekend or late evening working and travel to events and other external activities as required	X		Interview