



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: BSC Programme Administrator

Department/Division: Economics

Accountable to: Undergraduate Programmes
Manager

Competency	Criteria	E/D
Knowledge & Experience	• Educated to degree standard or higher, or equivalent through experience	E
	• Experience of academic administration	E
	• Excellent IT skills including applied knowledge of Microsoft Office, including Excel, Word and Outlook	E
	• Experience of web-editing in an administrative capacity	D
	• Evidence of the ability to interpret policies and rules to advise students and academic staff	E
Communication	• Excellent and clear verbal communication skills	E
	• Excellent written communication skills with the ability to convey complex information clearly	E
Planning and Organising Resources	• Evidence of effective planning and organising of own workload	E
	• Proven ability to work under pressure	E
	• Evidence of the ability to work on projects concurrently without loss of attention to detail or accuracy	E
Teamwork and Motivation	• Experience of having contributed positively to a team	E
	• Motivation to provide a high-quality level of service and support	E
Service Delivery	• Evidence of the ability to display tact, diplomacy and discretion	E
	• Evidence of close attention to detail	E



	<ul style="list-style-type: none">• Evidence of the ability to use initiative to make suggestions for improvements in service delivery• Evidence of the ability to follow procedures accurately and consistently	E E
Initiative and Problem Solving	<ul style="list-style-type: none">• Evidence of ability to solve day to day problems with limited reference to higher management• Ability to recognise when a problem should be referred to others	E E
Liaison and Networking	<ul style="list-style-type: none">• Ability to develop effective relationships with colleagues in the Department and across the School	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.