

**Person Specification**

**Medical Education and Training Funding Manager**

**Vacancy Ref: 0425-24**

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| Criteria | Essential/ Desirable | Application Form/  Supporting  Statements/ Interview  \* |
| Possession of a University degree or equivalent appropriate professional qualification (or significant relevant experience of work in a large and complex organisation) | Essential | Application Form |
| Excellent communication, negotiation and networking skills and ability to initiate and manage relationships with stakeholders at all levels (internally and externally) | Essential | Supporting  Statement/ Interview |
| Experience of engaging with staff across a range of levels (including senior managers) and across organisational boundaries. | Essential | Supporting  Statement/ Interview |
| Ability to research, collate, synthesize and analyse information and data effectively, and present to varied internal and external stakeholders across multiple organisations | Essential | Supporting  Statement/ Interview |
| Experience of successfully using data for planning and budgeting to develop creative and effective recommendations and solutions to challenges and driving change if required | Essential | Supporting Statement/Interview |
| High level knowledge of the regulatory bodies and organisations associated with funding processes in HEIs and undergraduate medical programmes. | Essential | Supporting Statement/Interview |
| Proven ability to work with a high level of autonomy, prioritising activities effectively to meet tight deadlines and working flexibly in response to changing priorities and timescales | Essential | Supporting  Statement/ Interview |
| Significant experience of short, medium and long term horizon planning | Essential | Supporting  Statement/ Interview |
| Experience of working in the Higher Education sector | Desirable | Application Form/ Interview |
| Experience of medical education and training funding processes | Desirable | Application Form/ Interview |
| Evidence of recent and continuing professional development | Desirable | Application Form |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.