

PERSON SPECIFICATION

Postgraduate Programmes Coordinator, Faculty of Health and Medicine Vacancy Ref: 0860-24

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **\* Application Form / Supporting Statements/**  **Interview** |
| Ability to convey an appropriate rationale and interest in applying for this post. | Essential | Application form/ Interview |
| Excellent communication skills, in face-to-face, electronic, telephone and written form including the ability to deal with a wide range of customer concerns in a professional manner,  presenting information in an appropriate format. | Essential | Supporting Statements/ Interview |
| Ability to work in an advisory capacity and demonstrate an understanding of, and empathy with, student issues. | Essential | Supporting Statements/  Interview |
| Excellent IT skills including the use of the Microsoft Office suite and an ability and willingness to learn new IT systems (training will be given in university-specific software). | Essential | Supporting Statement/ Interview |
| Excellent organisational skills with experience of coordinating a busy and varied workload and the ability to prioritise, plan ahead  and meet deadlines with minimal supervision. | Essential | Supporting Statements/  Interview |
| Close attention to detail and a high level of accuracy in all areas of work such as accurately inputting data into databases and  maintaining manual/electronic records effectively. | Essential | Supporting Statements/ Interview |
| Effective numeracy and literacy skills as demonstrated by GCSE Maths and English at grade C or above (or equivalent). | Essential | Application Form |
| Ability to work in a team and have a flexible approach to work. | Essential | Interview |
| Relevant administrativeexperience in Higher Education, preferably with experience of student support at postgraduate level. | Desirable | Application form/ Interview |
| Experience of servicing meetings and/or writing minutes. | 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 eg 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.