

**Person Specification
Funding Manager
Vacancy Ref: 0425-24-R**

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
Ability to convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statement / Interview
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 fixed externally imposed 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.