

PERSON SPECIFICATION

Undergraduate Programme Manager

Vacancy Ref: ????

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| **Criteria** | **Essential / Desirable** | **Application Form / Supporting Statement /**  **Interview \*** |
| To convey an appropriate rationale and interest in applying  for this post. | Essential | Supporting Statement/Interview |
| Evidence of success in managing administration processes in a large, fast-paced and complex professional environment. | Essential | Supporting Statement/Interview |
| Evidence of the ability to communicate complex messages clearly and effectively to a range of audiences. | Essential | Supporting Statement/Interview |
| Evidence of the ability to work calmly and effectively both individually and as part of a team and to manage own workload, working flexibly and under pressure, in order to meet competing non-negotiable deadlines. | Essential | Supporting Statement/Interview |
| Evidence of experience of implementing continuous improvements around structures, processes and systems. | Essential | Supporting Statement/Interview |
| Evidence of the ability to respond in a timely manner to verbal and written requests to produce reports / data / information in an appropriate format, with a high degree of accuracy, attention to detail and with regards to confidentiality. | Essential | Supporting Statement/Interview |
| Advanced experience of digital systems and spreadsheet packages and willingness to be involved in the review and development of systems. | Essential | Supporting Statement/Interview |
| Evidence of the ability to build successful working relationships with a diverse range of people and to inspire trust. | Essential | Interview |
| Willingness to learn new skills and undertake training to develop skills relevant to the execution of the post. | Essential | Interview |
| Evidence of experience of Programmes Administration processes within HEIs, or other high-stakes course administration. | Desirable | Supporting Statement/Interview |
| Experience and understanding of the Higher Education or NHS Environment. | Desirable | Supporting Statement/Interview |

* **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 e.g. competency-based interview questions, tests, presentation etc.