

**Person Specification**

**Faculty Education Services Manager**

Faculty of Health & Medicine

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| **Criteria** | **Essential/ Desirable** | **Application Form/ Supporting Statements/ Interview** |
| Educated to degree level or equivalent relevant experience | Essential | Application Form |
| Good knowledge and recent experience (at manager level) of the UK Higher Education sector and of programme administration and/or student services | Essential | Application Form  Interview |
| Proven leadership and team working skills including the ability to work with and through others, set and achieve high standards, and support and inspire others to develop and excel | Essential | Supporting Statements  Interview |
| The ability to work collaboratively, build and nurture effective relationships and networks, and to influence stakeholders at all levels (internally and externally) | Essential | Interview |
| Experience of delivering and implementing change projects | Essential | Supporting Statements  Interview |
| Proven track record in devising and implementing strategies and operational plans that deliver to organisational objectives | Essential | Supporting Statements  Interview |
| Excellent communication skills (oral and written) including careful attention to detail | Essential | Application Form  Interview |
| The ability to work flexibly and adapt to changing priorities and timescales | Essential | Interview |
| High level of IT, data management, analytical and report writing skills | Essential | Interview |
| Experience of successfully designing and implementing new systems and process improvement | Desirable | 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 either competency-based interview questions, tests, or presentation etc.