

**PERSON SPECIFICATION**

**MARS Centre Administrator**

**Ref: 1254-24**

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| Criteria | Essential/ Desirable | Application Form/ Supporting Statements/ Interview  |
| Proven track record of administering large scale multi-facetted initiatives and ability to take a pro-active approach to running MARS administrative processes. | Essential | Application Form/Supporting Statement/Interview |
| Experience of organising and facilitating project meetings, workshops and conferences, including arranging logistics for project PIs, researchers and visitors. | Essential | Application Form/Supporting Statement/Interview |
| Track record of providing a strategic overview of complex finances including: collating financial information, monitoring financial transactions and implementing budgets. | Essential | Application Form/Supporting Statement/Interview |
| Excellent and efficient organisational skills including ability to strategically prioritise workload and work to high precision. | Essential | Supporting Statement/Interview |
| Excellent communication skills including: face-to-face, telephone, electronic and written communications, cultural sensitivity, tact and diplomacy. | Essential | Application Form/Interview |
| Experience of relationship management across a range of activities. | Essential | Supporting Statement/ Interview |
| Capacity to play an integral role in MARS and to engage with all Centre members (academic and industrial). | Essential | Application Form/ Supporting Statement/Interview |
| Advanced level user of Microsoft Office, including: Excel PowerPoint and Word. | Essential | Application Form/Interview |
| Experience of working in HE administration. | Desirable | Application Form |
| Experience of working with external stakeholders. | Desirable | Application Form/Supporting Statement/Interview |
| Experience of using monitoring and reporting systems e.g. Agresso, LUSI and Moodle. | Desirable |

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| Supporting Statement/Interview |  |

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* **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 competency based interview questions, tests, presentation etc.