

**PERSON SPECIFICATION**  
**Departmental Officer – Sociology**  
**Vacancy Ref: N1326**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience in student administration processes and committee servicing, preferably in a higher education environment.	Essential	Application form/ Supporting Statements/Interview
Experience of staff supervision and ability to lead, manage and motivate a team of administrative staff.	Essential	Application form/ Supporting Statements/Interview
Ability to work effectively both individually and as part of a team and to manage own workload, working flexibly and under pressure, in order to meet competing deadlines.	Essential	Supporting Statements/Interview
Excellent interpersonal and communication skills with a range of people, both internal and external to the University.	Essential	Supporting Statements/Interview
Ability to quickly respond to verbal and written requests/enquiries to produce reports/data/information in an appropriate format, with a high level of accuracy and attention to detail.	Essential	Supporting Statements/Interview
A willingness and ability to work closely with staff, students and people external to the University in a professional manner and to maintain confidentiality.	Essential	Supporting Statements/Interview
Willingness to learn and engage with the financial systems of the Health and Care Professions Council and the NHS Business Authority.	Essential	Supporting Statements/Interview
Experience of digital systems, database and spreadsheet packages and willingness to be involved in the review and development of systems.	Essential	Application form/Supporting Statements/ 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 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.