

PERSON SPECIFICATION
School Programme Coordinator
Vacancy Ref: N1628

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form
Experience of working in a Higher Education environment, particularly in the area of programme coordination/ student focused.	Desirable	Supporting Statement/Application Form
Experience of using a range of Microsoft Office packages including the use of Excel and Word at an advanced level.	Essential	Supporting Statement/ Interview
Experience of using the LUSI (Lancaster University Student Information) database.	Desirable	Supporting Statements/ Interview
Experience of accurately inputting to databases, maintaining manual/electronic records and the analysis and manipulation of this data.	Essential	Supporting Statements/ Interview
Evidence of handling confidential information and knowledge of Data protection legislation.	Essential	Supporting statements/ Interview
Ability to communicate effectively and appropriately with a variety of stakeholders whilst maintaining professionalism across different mediums of communication.	Essential	Supporting Statements/ Interview
Ability to plan ahead, manage a heavy workload, and meet competing deadlines.	Essential	Supporting Statements/ Interview
High level of accuracy and attention to detail.	Essential	Supporting Statements/ Interview
Ability to work both independently and as part of a team to achieve results.	Essential	Supporting Statement/Interview
Availability to work the occasional evening or weekend e.g. for University Visit Days, Graduation, etc	Desirable	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.