PERSON SPECIFICATION
Post-Experience Programmes Officer (Team Leader)
Vacancy Ref: N1870

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or demonstrable professional experience to an equivalent level	Essential	Application Form
An appropriate rationale for applying to and interest in the post	Essential	Supporting Statement/Interview
Proven track record in operational management (managing operational activity, people, resources/finance, business processes and management information)	Essential	Supporting Statement/Interview
Excellent team working skills and evidence of successfully, leading, managing and developing a high performing administrative team	Essential	Supporting Statement/Interview
Evidence of the ability to build and manage complex relationships across a number of stakeholder groups and influence decision-making outside of direct team	Essential	Supporting Statement/Interview
Evidence of the ability to project manage a range of concurrent programmes of work, keeping an oversight and ensuring all are delivered on time and within budget	Essential	Supporting Statement/Interview
Excellent organisational and administrative skills with a systematic approach and high concern for quality and service excellence	Essential	Supporting Statement/Interview
Evidence of the ability to use own initiative to solve problems and flexibility and adaptability to changing work circumstances	Essential	Interview
Excellent communication, and interpersonal skills and the ability to form effective professional relationships, in person, by phone and on-line	Essential	Interview
Willingness to travel and attend events off campus on occasion	Essential	Interview
Experience of working in a higher education environment, with familiarity of IT systems and processes	Desirable	Application Form/Interview
Commitment to lifelong learning and an understanding and insight into the needs of work-based learners and their employers	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 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.