

PERSON SPECIFICATION
Administrative Services Manager
Vacancy Ref: N1952

Criteria	Essential/ Desirable	How it will be assessed
Qualifications		
Effective numeracy, literacy and word processing skills (GCSE Maths and English, ECDL, Royal Society of Arts or equivalent)	Essential	Application Form
Experience and Knowledge		
Experience and understanding of the characteristics of high quality senior executive personal assistant (PA) support and the ability to demonstrate previous relevant experience in a confidential, fast paced executive office environment. A high degree of competence in executive support functions such as, general organisational skills, diary management, forward planning, coordination of meetings and events is vital.	Essential	Supporting statements/interview
Previous experience in researching data and other information and the production of reports and presentations of findings using software, e.g. Microsoft Word, Excel and PowerPoint.	Essential	Supporting statements/interview
Ability to lead and motivate a team and ensure it performs to its highest possible potential.	Essential	Supporting statements/interview/presentation
Ability to work individually and as part of a team, prioritising workloads to meet competing deadlines where necessary.	Essential	Supporting statements/interview
Experience of financial systems and processes, including the management of budgets and the need to adhere to financial regulations.	Essential	Supporting statements/interview
Previous experience of minute taking and servicing complex meetings and committees.	Essential	Supporting statements/interview
The ability to lead and manage projects to a successful conclusion.	Essential	Supporting statements/interview
Experience and an appreciation and understanding of the need for sensitivity and discretion when working with senior executives within a demanding, complex and highly confidential operating environment.	Essential	Supporting statement/interview
To demonstrate integrity, to be highly pro-active and self-motivated and able to act on one's own initiative.	Essential	Interview
Experience of handling highly confidential information and knowledge of information compliance legislation (i.e. the Freedom of Information Act and General Data Protection Regulations).	Essential	Interview

Skills and Abilities		
The ability to convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
An understanding and appreciation of the issues affecting Higher Education.	Essential	Application Form/interview
Shorthand qualifications or equivalent.	Desirable	Application Form/interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicant 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.