

**PERSON SPECIFICATION**  
**STOR-i Centre for Doctoral Training:**  
**Administrator Vacancy Ref: N2010**

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Proven track record of, or clear potential for, administering a large scale multi-faceted initiative	Essential	Supporting Statement/ Interview
Ability to take a pro-active approach to running STOR-i's administrative processes	Essential	Supporting Statement/ Interview
Proven track record of, or potential for, setting up and maintaining quality assessment procedures	Essential	Supporting Statement/ Interview
Track record of providing a strategic overview of complex finances including: collating financial information, monitoring financial transactions and implementing budgets.	Essential	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	Application Form/ Supporting Statement/ Interview
Capacity to play an integral role in the team of academics and support staff running STOR-i and to engage with the STOR-i students	Essential	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	Supporting Statement/ Interview
Experience of using monitoring and reporting systems e.g. Agresso, pFact, LUSI and Moodle	Desirable	Supporting Statement/ 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.