**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | **Committee and Accreditation Administrator** | **Job ref no:** | **ACR-0293-24** |
| **Grade:** | 4 | **Department:** | **Academic Registry** |
| **Accountable to:** | **Assistant Registrar for Accreditation and Validation Management** | **Responsible for:** | **N/A** |
| **PS created by/ or reviewed by:** | **Nerys Evans and Rebecca Wombwell** | **Date PS created/ reviewed:** | October 2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Service Delivery | Able to deal calmly and productively with situations of conflict and pressure  High level of customer focus and ability to deal effectively with a wide range of internal and external customers  Ability to work as part of a team  Self-reliance and ability to make decisions on own initiative in absence of superiors | Experience of working in a demanding office environment with multiple functions  Experience of committee support  Experience of support for accreditation or validation processes |
| 2.Communication | Excellent communication and interpersonal skills, written and verbal  Good standard of written and spoken English  Ability to communicate professionally, confidently, and appropriately with colleagues at all levels within an organisation, and with students | Experience of adapting communication skills appropriately  Experience of taking minutes for meetings  Experience of servicing committees |
| 3. Planning and Organisation | Ability to work methodically, to establish and follow set processes and procedures accurately  Ability to pay attention to a high level of detail and accuracy  Ability to plan, manage and prioritise workload when under pressure to meet deadlines | Experience of planning office work  Experience of managing a schedule of activities |
| 4. Analysis and Research | Ability to understand and interpret information relating to committee management |  |
| 5. Liaison and Networking | Ability to communicate logistical arrangements clearly | Ability to participate in internal meetings |
| 6. Initiative and Problem Solving | Ability to triage queries and signpost appropriately  Ability to work with colleagues to solve problems related to Registry work  Ability to adhere to procedures and regulations | Experience of problem solving and using creative ideas to solve problems  Experience of using initiative to provide advice |
| 7. Decision Making Processes and Outcomes | Ability to follow procedure and process and make decisions independently | Experience of making decisions |
| 8. Experience | Educated to A-Level standard or equivalent experience.  High level of computer literacy | Experience working in a busy, demanding office environment with multiple functions.  Experience of working with a variety of customers |