**PERSON SPECIFICATION (PS)**

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

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| **Job Title:** | **Senior Admissions Officer (Postgraduate & Collaborative Courses)** | **Job ref no:** | **PSD-0001-25** |
| **Grade:** | 5 | **Department:** | **External Relations** |
| **Accountable to:** | **Deputy Head of Admissions** | **Responsible for:** |  |
| **PS created by/ or reviewed by:** | **Vikki Cannon** | **Date PS created/ reviewed:** | **03/03/25** |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Experience of Educational Administration | * Experience of working in either a Further Education, Higher Education or Professional Body environment | * Experience of supervising staff. * Experience of working with SITS and an understanding of its advanced admissions functions. * Experience and understanding of Postgraduate Admissions |
| 2. Skills | * Ability to work under pressure and manage your own workload to meet agreed targets and service levels. * Proactive approach to work with an ability to foresee and plan for issues or eventualities. * High level of attention to detail and an ability to maintain accuracy at all times. * Ability to assimilate information quickly and effectively and use this to make quick and accurate decisions. * Ability to review processes and procedures and make recommendations for change. |  |
| 3. Communication  3. Communication | * Excellent written and verbal communication. * Ability to produce a good standard of written documentation. * Ability to work with and interpret large datasets/bodies of information. |  |
| 4. Behavioral | * Ability to remain calm under pressure. * Ability to make decisions on own initiative in absence of superiors. * Ability to maintain a professional approach to confidential and sensitive information |  |
| 5. Special Requirements | * May be required to work additional hours with prior notice. Due to the nature of the post, annual leave will not normally be permitted in August or December. * Will be required to work at the Hertfordshire campus when necessary |  |