**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
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| 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.
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| 3. Communication3. 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.
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| 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
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| 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
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