

PERSON SPECIFICATION
Timetabling Administrator

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Experience and competency in the use of Microsoft Office software to include Word, Excel, and Outlook.	Essential	Supporting Statement / Interview
2. Excellent administrative skills, with a high level of numeracy, accuracy, and attention to detail.	Essential	Supporting Statement / Interview
3. Experience of maintaining information on a large database; retrieving, manipulating, and analysing data to support decision making.	Essential	Supporting Statement / Interview
4. Ability to work under pressure and organise own workload, managing conflicting demands to meet tight deadlines.	Essential	Supporting Statement / Interview
5. Experience of problem solving, with the ability to apply logic and reason to achieve a successful outcome.	Essential	Supporting Statement / Interview
6. Ability to achieve a good level of technical proficiency in the use of specific or bespoke software (e.g. timetabling software) in order to undertake timetabling and space allocation duties.	Essential	Supporting Statement / Interview
7. Excellent written and oral communication skills, with the ability to communicate complex or technical information to colleagues at all levels within the University, providing advice and / or guidance where appropriate.	Essential	Supporting Statement / Interview
8. Ability to work as part of a team, as well as the ability to work independently with limited supervision, demonstrating an adaptable and flexible approach.	Essential	Supporting Statement / Interview
9. To have the responsibility and drive to support a busy team.	Essential	Supporting Statement / Interview
10. Experience of using PowerPoint.	Desirable	Supporting Statement / Interview
11. Experience of web page development.	Desirable	Supporting Statement / Interview
12. Experience of working in a Higher Education Institution.	Desirable	Application Form

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. 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, work-related exercise, presentation or teaching session etc.