

Person Specification Deputy Undergraduate Manager

	Essential	Desirable
<p>1. General educational qualifications</p> <p>Educated to A Level standard or equivalent including GCSE English and Maths grade C or above</p> <p>Postgraduate Qualification in Management/Training/ Office management or ability to demonstrate equivalent experience</p>	<p>X</p>	<p>X</p>
<p>2. Professional/technical qualifications</p> <p>Level 3/4 in NVQ Management or equivalent experience in managing staff & budgets</p> <p>ECDL Certificate or equivalent qualification/experience with advanced IT skills in word processing and Excel</p>	<p>X</p>	<p>X</p>
<p>3. Work experience</p> <p>Experience of working within a Postgraduate/Undergraduate/Educational setting</p> <p>Working knowledge of office procedures; working under pressure in a busy environment and multi-tasking effectively with frequent interruptions</p> <p>Organisational/planning management.</p> <p>Minute taking and use of digital dictation systems</p> <p>Previous experience of supervising/managing staff</p> <p>Experience of working within the NHS</p> <p>Demonstrate a knowledge of room booking systems/ virtual learning environments and other multimedia</p> <p>Dealing with sensitive and confidential information</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>

<p>4. Knowledge</p> <p>Demonstrate an understanding of Undergraduate Medical Education</p> <p>Be aware of and be able to follow HR practices and guidelines</p> <p>Advanced IT skills using the MS Office suit of programmes (ie, Outlook, Word, Excel, PowerPoint); create, maintain and manipulate spread sheets and databases; ability to learn new software packages.</p>	<p>X</p> <p>X</p> <p>X</p>	
<p>5. Skills</p> <p>Ability to manage staff</p> <p>Excellent organisational, oral and written skills, with a high level of accuracy and attention to detail.</p> <p>Excellent interpersonal skills in order to communicate effectively with students and staff at all levels within the Trust and University, and other outside contacts as required; ability to develop good working relationships.</p> <p>Ability to work without supervision and to be proactive, using own initiative to organise and prioritise workload to changing and often tight deadlines.</p> <p>Friendly & approachable with ability to empathise with the student perspective to provide a high level of customer service</p> <p>Ability to work as part of a team.</p> <p>A mature outlook, together with the ability to deal sensitively with members of the team, medical staff, students and other key partners.</p> <p>Commitment to on-going personal development and training</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>6. Other requirements</p> <p>Must be dependable and reliable with a flexible approach to working hours.</p> <p>Must be self- confident and have the ability to be assertive but not aggressive.</p> <p>Current driving licence holder with access to own vehicle.</p> <p>Willingness and ability to travel and work between Trust sites and also to travel and attend meetings at Keele University and Royal Stoke University Hospital (UHNM) and other sites, as</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

and when required.

Manager

Name:

Signature:

Date: