



UNDERGRADUATE MANAGER (SHROPSHIRE CAMPUS) DEPARTMENT OF UNDERGRADUATE MEDICAL EDUCATION

Person Specification

Job Requirements	Assessment	Weighting
□ EDUCATION AND QUALIFICATIONS		
Management qualification such as degree in Management Studies or Business Administration or equivalent experience	А	1
Qualification in the management of education or learning and development at postgraduate degree level or equivalent experience	A	1
□ EXPERIENCE AND KNOWLEDGE		
Significant experience in a management or leadership role	A,I	1
Experience of managing a team to achieve objectives	A, I	1
Recent significant experience of developing and introducing administrative systems.	A,I	1
Experience of Medical Education or Higher Education working	I,P	1
Understanding of Quality Assurance issues and Methods	l I	1
Experience of working within frameworks and procedures with external stakeholder requirements (e.g. General Medical Council etc)	l	2
Experience of successfully managing budgets, financial planning and monitoring	A, I	1
SKILLS AND ABILITY		
Excellent interpersonal skills and the ability to build and maintain strong working relationships across disciplines, teams and organisations	A, I	1
Ability to manage and co-ordinate the delivery of a number of complex organisational tasks	All	1
Ability to delegate tasks effectively	I	1
Ability to demonstrate planning and organisational skills	All	1
Ability to work at a senior level within the organisation.	All	1
Excellent communication and inter-personal skills	All	1
Ability to establish and maintain influential working relationships at all levels, internally and externally.	All	1
Ability to negotiate	All	1

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Achievement centred and self-motivated.	I,P	1
Positive, enthusiastic and self-confident approach, innovative, facilitative, decisive.	All	1
Strong team worker.	A,I	1
Financial Planning / Monitoring Budgets	All	2
Able to manipulate and analyse data from computerised and manual information systems.	I	1
Ability to demonstrate Microsoft office PC skills.	А	1
Able to travel between hospital sites, other Medical School campuses and other venues as required.	А	1
Able to work flexibly (occasional early starts, late finishes and weekend working) in order to meet the needs of the service.	А	1

	Assessment		Weighting
Α	Application form/CV	1	Essential
1	Interview	2	Desirable
Р	Presentation	3	Useful
R	References		
All	All available data		