

**Undergraduate Manager (Shropshire Campus)**  
**Department Of Undergraduate Medical Education**

**Person Specification**

Job Requirements	Assessment	Weighting
<p><b>□ EDUCATION AND QUALIFICATIONS</b></p> <p>Management qualification such as degree in Management</p> <p>Studies or Business Administration or equivalent experience</p> <p>Qualification in the management of education or learning and development at postgraduate degree level or equivalent experience</p>	<p>A</p> <p>A</p>	<p>1</p> <p>1</p>
<p><b>□ EXPERIENCE AND KNOWLEDGE</b></p> <p>Significant experience in a management or leadership role</p> <p>Experience of managing a team to achieve objectives</p> <p>Recent significant experience of developing and introducing administrative systems.</p> <p>Experience of Medical Education or Higher Education working</p> <p>Understanding of Quality Assurance issues and Methods</p> <p>Experience of working within frameworks and procedures with external stakeholder requirements (eg. General Medical Council etc)</p> <p>Experience of successfully managing budgets, financial planning and monitoring</p>	<p>A,I</p> <p>A, I</p> <p>A,I</p> <p>I,P</p> <p>I</p> <p>I</p> <p>A, I</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p>

□ <b>SKILLS AND ABILITY</b>		
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 Achievement centred and self-motivated.	All I,P	1 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.	A	1
Able to travel between hospital sites, other Medical School campuses and other venues as required.	A	1
Able to work flexibly (occasional early starts, late finishes and weekend working) in order to meet the needs of the service.	A	1

	Assessment		Weighting
A	Application form/CV	1	Essential
I	Interview	2	Desirable
P	Presentation	3	Useful
R	References		
All	All available data		

