

PERSON SPECIFICATION



POST: Schools and Colleges Liaison Manager

KNOWLEDGE:

Comprehensive knowledge and understanding of the schools/FE/HE sectors, including current priorities	ESSENTIAL
Awareness and empathy of the core business of AUB	ESSENTIAL
Understanding of the key deliverables of the job	ESSENTIAL
Demonstration of specialist knowledge required for job	ESSENTIAL

SKILLS:

Excellent communication skills, both verbal and written	ESSENTIAL
Excellent organisational and administrative skills	ESSENTIAL
Ability to independently update professional knowledge and skills	ESSENTIAL
Ability to work effectively in a team whilst being able to work independently	ESSENTIAL
Leadership & management skills (of people, resources & processes)	DESIRABLE

EXPERIENCE:

Experience and evidence of engagement with schools/colleges/HE	DESIRABLE
Ability to work effectively in a team and independently.	ESSENTIAL
Excellent administrative and organisational skills.	ESSENTIAL
Excellent communication skills, both verbal and written.	ESSENTIAL

QUALIFICATIONS:

Honours Degree level qualification or equivalent experience	ESSENTIAL
Level 3 qualification	ESSENTIAL
GCSE Maths and English, minimum grade C and/or equivalent qualification/experience	ESSENTIAL

ATTRIBUTES:

Organisational and sector awareness	Demonstrates a broad depth of understanding in these areas in the delivery of duties
Student focus	Demonstrates a belief in and a commitment to ensuring excellence in student provision and the student experience
Initiative and drive	Positive and proactive approach, taking the initiative where necessary/appropriate, with a high level of self-motivation in order to complete challenges of the post
Communication and influence	Clear and effective communication skills with colleagues and students both verbally and in writing, with the ability to positively influence others as appropriate
Team working	Positive approach and commitment to the importance of team working
Flexibility	Successfully adapts to changing University circumstances and environment
Time management	Achieves deadlines and balances workload priorities through the implementation of effective planning and organising approaches
Resource management	Effective in managing course / award resources within prescribed boundaries