

# Person Specification

## Registry Administrator: Admissions & International (0.8)

<b>Experience</b>	<ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• Comparable administrative experience</li> <li>• Undergraduate qualification</li> <li>• Fluency in English language both in writing and orally</li> <li>• Experience of dealing with a diverse range of service users</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Desirable</b></li> <li>• Experience of working in a Higher Education institution in: Quality assurance/enhancement <b>OR</b> Registry <b>OR</b> Governance</li> <li>• Experience of working in an Arts institution</li> </ul>
<b>Technical work-based Skills</b>	<ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• Professional competence and confidence with MS Office, Outlook, Electronic diaries;</li> <li>• Experience of VLE (Moodle or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Desirable</b></li> <li>• Experience of working with UCAS</li> <li>• Experience of HESA data returns</li> <li>• Awareness of web-technologies such as Word-Press</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• Understanding of the processes involved in admissions</li> <li>• Knowledge of the HE-landscape and recent developments</li> <li>• Working knowledge of Quality Assurance &amp; Enhancement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Desirable</b></li> <li>• Concept of Higher Education governance</li> <li>• Comprehension of the scope/detail of HESA Data Futures</li> <li>• Working knowledge of the Quality Code</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• Highly developed interpersonal skills, able to effectively communicate both verbally and in writing</li> <li>• Demonstrate both empathy and professional rigour in dealing with a range of people with diverse and non-traditional personal histories</li> <li>• Ability to manage and prioritise workload and judge one's own capacity in order to request, or offer, assistance when necessary</li> <li>• Capacity to adapt and evolve in response to changing demands both internally and externally</li> <li>• Ability to work effectively both in a team and independently</li> <li>• Pro-active problem solver</li> <li>• Strategies to ensure the accurate, thorough, timely work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Desirable</b></li> <li>• Continually reviewing progress to improve efficiency</li> <li>• Review and report writing</li> <li>• Minute taking</li> </ul>