# PERSON SPECIFICATION

# DEPUTY HEAD OF ACCESS TO HIGHER EDUCATION

|  |  |
| --- | --- |
|  | Essential/Desirable |
| Qualifications* Educated to degree level or equivalent experience
* Professional qualification relevant to the post
 | ED |
| Knowledge and Experience* Knowledge of the education environment, particularly that of post 16 and adults
 | E |
| Knowledge of the QAA Access to HE Diploma Specification and Grading model | E |
| Knowledge of compliance requirements related to qualifications, particularly Access to HE Diplomas | E |
| Experience of developing, re-developing and validation of Access to HE Diplomas and resources for the education market | D |
| Experience in teaching, assessing and/or management of the Access to HE within a further education environment | E |
| Knowledge of data systems that evaluate student results and trends | D |
| Experience of day-to-day management or supervision of a team | D |
| Knowledge of the role and service to Governance within an organisation | D |
| Experience of different assessment methods, types and practices employed in the adult (19+) education sector | E |
| Experience of internal and external customer support services | E |
| * Knowledge of on-line platforms, e-portfolio systems and processes including electronic evidence capture
 | E |
| * Experience of Risk Management and systems evaluation to implement operational improvements
 | E |
| * Knowledge of annual budgeting within an organisation
 | D |
| * Experience of relationship building within Further and Higher Education Institutions to grow business for Certa and progression opportunities for Access to HE students
 | E |
| * Experience of report writing in response to management or regulatory brief
 | E |
| * Experience of policy and procedure development, including internal audit management
 | D |
| * Experience of preparing and delivering training to internal and external stakeholders
 | D |
| **Skills*** High standards of accuracy and attention to detail
 | E |
| * Excellent management skills
 | E |
| * Excellent written and verbal communication skills presenting information logically and concisely in ways that promote understanding
 | E |
| * Excellent IT skills, confident with using a variety of systems and Microsoft Office
 | E |
| * Excellent planning and administration skills - planning and prioritising day to day activities ensuring efficient and effective performance
 | E |
| * Excellent customer service skills
 | E |
| * Effective and creative problem solving techniques
 | E |
| * Ability to work effectively within, and between teams to achieve common objectives
 | E |
| **Personal Attributes** |  |
| * A demonstrable passion for education and progression of adult learners
 | E |
| * Leads by example and shows personal enthusiasm by explaining why things need doing
 | E |
| * Treats people fairly and respectfully
 | E |
| * Acts with professional integrity at all times
 | E |
| * The ability to use initiative but also work with a team
 | E |
| * Know when, and be willing to seek and take advice
 | E |
| * Excellent customer service skills
 | E |
| * Committed to high standards of quality and seek to continually improve systems and processes
 | E |
| * Ability to work under pressure to tight deadlines
 | E |
| * Ability to develop and maintain strong, effective and professional working relationships
 | E |
| * Willingness to travel
 | E |
| * Flexibility in working hours when necessary
 | E |
| * Is committed to continuous self-development
 | E |
| * Flexible and receptive to change
 | E |
| * Creates opportunities to be innovative and think about things differently
 | E |

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