

PERSON SPECIFICATION – Project Administrator

This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed in one of the following ways, by application (A), or by interview (I) and a test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

		Competency	
Qualifications	Educated to degree level or equivalent level of knowledge acquired through experience and training/development.	E	A
	Working towards, or having achieved, either a specialist qualification in project management, or project management skills/ training.	D	A
Knowledge & Experience	Experience working in a commercial project support/ administration-based role, including exposure to contractual, data and financial administration.	E	A, I
	Experience in supporting the delivery of multi-party projects to timescales, communicating with stakeholders and building credibility at all levels.	E	A, I
	Excellent administrative and organisational skills including a structured and methodical approach e.g. accurate collation and maintenance of project information and data, document filing and maintenance, accurate recording of meeting notes and tasks, ensuring allocated deadlines are monitored and met.	E	A, I
	Ability to understand tasks allocated to them within the wider project context, including linked dependencies.	E	A, I, T
	Ability to accurately enter and frequently update large volumes of text-based, numeric and financial project information and data within dedicated datasheets/ databases within e.g. Microsoft Excel or Access.	E	A, I, T
	Excellent written and numerical skills with the ability to produce and critically review both written and numerical information concisely and accurately and escalate anomalies based on pre-defined criteria.	E	A, I, T
	Ability to work to set deadlines on own initiative, prioritise and organise competing workloads and work independently.	E	A, I
	Ability and experience of handling a challenging role with confidence, initiative, adaptability, self-motivation, and attention to detail.	E	A, I
	Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and external clients.	E	A, I
	Experience and/or technical aptitude to learn skills required to support academic teams with both in-person and live online course/ event delivery including managing a range of online learning platforms.	E	A, I
	Ability to maintain and handle personal data in accordance with the most up to date General Data Protection Regulation (“GDPR”) (onboarding and ongoing refresher training will be provided by UCLC)	E	A, I

	Proficient in MS Office Microsoft Word, Excel, PowerPoint and Outlook (MS OneDrive, SharePoint, Project and Visio experience would be desirable).	E	A
	Experience in supporting financial management and reporting for large, complex projects.	D	A, I
	Previous experience in one or more of the following areas would be advantageous, although not essential: Higher Education sector, bespoke training, event management.	D	A, I
	Knowledge and experience in using advanced Microsoft Excel tools and functions e.g. pivot tables, VLOOKUP and graphs to support data analysis.	D	A, I
Other Requirements	Willingness to travel within London for the event management organisation and logistic planning.	E	I
	Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.	D	I