

Personal Specification – Timetabling & MIS Assistant

Criteria	Essential	Desirable
<ul style="list-style-type: none"> • Experience working in an administrative or data-focused role. 	X	
<ul style="list-style-type: none"> • Experience working to deadlines in a busy environment. 	X	
<ul style="list-style-type: none"> • Strong analytical and problem solving skills 	X	
<ul style="list-style-type: none"> • Ability to learn new systems quickly and troubleshoot issues. 	X	
<ul style="list-style-type: none"> • Strong organisational skills with the ability to prioritise competing demands. 	X	
<ul style="list-style-type: none"> • Excellent attention to detail and a methodical approach to problem-solving. 	X	
<ul style="list-style-type: none"> • Ability to communicate technical information clearly 	X	
<ul style="list-style-type: none"> • Proactive and solution-focused, with a commitment to continuous improvement. 	X	
<ul style="list-style-type: none"> • Collaborative and able to build strong working relationships across teaching and support teams. 	X	
<ul style="list-style-type: none"> • Flexible and adaptable, especially during periods of operational change. 	X	
<ul style="list-style-type: none"> • Experience leading or constructing academic timetables. 		X
<ul style="list-style-type: none"> • Experience with UNIT-e or other MIS systems 		X
<ul style="list-style-type: none"> • Willingness to undertake further training as required. 		X