# Person Specification

**Senior Tutor**

<table>
<thead>
<tr>
<th>Qualifications, experience and background</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
| Qualifications, experience and background | • Doctorate or equivalent professional qualification.  
• Strong academic profile.  
• Knowledge of and experience in the HE sector in the UK.  
• Experience of leading, organising and planning a broad range of complex and long-term activities and events.  
• Appropriate experience working with students in Higher Education | • Relevant professional development.  
• Experience of budgetary control and an understanding of the principles of financial planning.  
• Experience of a Collegiate context, including a significant graduate community. |

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<thead>
<tr>
<th>Specific knowledge/skills (technical)</th>
<th>Essential</th>
<th>Desirable</th>
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| Specific knowledge/skills (technical) | • An ability to develop, implement and manage complex policies, systems and processes.  
• Analytical and planning skills.  
• Understanding of admissions, recruitment, retention, progression and widening participation policies and processes.  
• Experience of, and demonstrated success in, a wide range of student support.  
• Excellent written, organisational and interpersonal skills.  
• Extensive knowledge of safeguarding, equality and diversity issues.  
• Experience in dealing with committees and an ability to work consultatively within democratic structures.  
• IT skills appropriate for efficient administration. | • A strong grasp of government policy on higher education development and funding.  
• Knowledge of issues affecting mature learners.  
• Experience in supervising research students. |

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<th>Personal attributes</th>
<th>Essential</th>
<th>Desirable</th>
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| Personal attributes | • Ability to work on strategic and operational levels, with attention to details.  
• Ability to learn quickly and adapt to new structures and procedures, gaining respect of all colleagues and students.  
• Ability to work across functions and departments collaborating effectively.  
• Ability to represent the College to external audiences including the wider university.  
• Capability to work independently, to multi-task and to work under pressure, prioritise and meet deadlines.  
• Sensitivity to different points of view.  
• Previous similar experience in a welfare or pastoral role dedicated to the highest possible standards. | • Empathy with the aims, goals and values of the Oxbridge collegiate system and Clare Hall in particular, and a commitment to support the delivery of these. |
<table>
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<tr>
<th>Ability to develop practical solutions to problems.</th>
<th>Willingness to take a hands-on approach where necessary.</th>
<th>Demonstrate assertiveness, resilience and accountability.</th>
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</thead>
<tbody>
<tr>
<td>Strong negotiation and influencing skills.</td>
<td>Positive stance and attitude in developing relationships, initiatives and opportunities for action that might benefit the College and a willingness to enter fully into the life of the College.</td>
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**Team and management skills**

- Substantial experience of management, including leading, inspiring and motivating staff.
- Ability to take part in team discussions and generate ideas for change/improvements.

**Other**

- Willingness to work out-of-hours and occasional travel when necessary.
- Ability to coordinate tasks with deadlines when working in partnership with others.