



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Assistant Editor, LSE Higher Education Blog

Department: Eden Centre for Education Enhancement **Accountable to:** Editor, LSE HE Blog

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and Experience | Degree level qualification or equivalent, preferably in the social sciences | E |
| | Experience of working in a similar or relevant role, or further equivalent experience | D |
| | Excellent IT and web management skills | E |
| | Experience of publishing blog content via the Wordpress platform | D |
| | Familiarity with social media use and strategies to maximise content dissemination for the blog content | E |
| | Works independently and proactively within the parameters of a given framework | E |
| | Demonstrable interest in current issues, policies, and practice in higher education | E |
| | Demonstrable knowledge of issues in higher education | D |
| Communication | Journalistic experience or experience with the editorial and editing process (editing, sub-editing, and proofreading skills and commissioning blogposts, briefing contributors) and applying editorial criteria and guidelines | D |
| | Excellent standard of written and spoken English; | E |
| | Can convert and edit complex ideas into prose accessible to non-specialists; | E |
| | Experience in communicating effectively and diplomatically with internal and external parties at all levels of seniority, both | |



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|--------------------------------|--|---|
| | verbally and in writing. | E |
| Planning and Organising | Excellent organisational skills; | E |
| | Prioritises own workload, in particular when faced with conflicting deadlines and peaks and troughs in the work cycle; | E |
| | Keeps calm under pressure and when faced with unexpected circumstances and deadlines. | E |
| Teamwork and Motivation | Functions effectively in a team with other members of the Centre's staff; | E |
| | Evidence of motivation and ability to work independently without direct supervision. | E |
| Service Delivery | Demonstrates a high level of accuracy and scrupulous attention to detail in all aspects of work; | E |
| | Reacts appropriately and promptly to requests for advice and information; | E |
| | Proven ability to coordinate people and deliver projects on time under sustained pressure; | E |
| | Exercises tact and discretion when dealing with sensitive and confidential matters. | E |

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.