



Person Specification

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

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

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

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

Job title: Research Programmes Coordinator

Department/Division: CPNSS and Philosophy

Accountable to: CPNSS Centre Manager and
Philosophy Department Manager

Competency	Criteria	E/D
Knowledge and Experience	Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant software applications	E
	Experience with office procedures with a particular focus on managing programmes, event planning and providing administrative support in an academic or research environment.	E
	Experience of accounts administration, processing expenses, invoices, budgets, or other financial experience.	E
	Educated to degree level or experience in a relevant field.	D
Teamwork and Motivation	Demonstrate the ability to work collaboratively as part of a team, fostering a positive and inclusive atmosphere.	E
	A 'can-do' attitude and a positive, flexible, approach to the job.	E
Communication	Excellent written and spoken communication skills.	E
	Ability to communicate clearly in a diplomatic and tactful manner with people at all levels, demonstrating discretion where appropriate.	E
Planning and Organisation	Highly organised, able to plan, prioritise, multitask and work to competing deadlines.	E



	Ability to maintain and keep work practices, systems and procedures under on-going review e.g., systems for records.	E
	Ability to adapt to changing demands and circumstances.	E
Initiative and Problem Solving	Evidence of ability to work with limited supervision and use own initiative. Recognising when something should be referred.	E
	Examples of creative thinking and problem-solving abilities when an immediate solution is not apparent.	E
	Ability to create and analyse expenses reports and confirm their accuracy, with a high level of reliability and accuracy.	E
Service Delivery	Timeliness and ability to be present on campus to set up all CPNSS and Philosophy Department events, which will include evenings on some occasions, and confirm the readiness of event spaces.	E
	High level of attention to detail.	E
	Ability to carry out routine practical tasks.	E
Liaising and Networking	Ability to carry out day to day liaison with a range of colleagues at all levels both internally and externally.	E
	Experience maintaining communication with existing contacts and developing new lines of communication.	D

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