



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: Research Manager
Department/Division: Mathematics Accountable to: Department Manager

Competency	Evidence	E/D
1. Knowledge and experience	Demonstrable experience of working in an academic or similar environment in an administrative capacity.	E
	Educated to degree-level or equivalent.	E
	Excellent IT skills, including: <ul style="list-style-type: none"> • Good knowledge of MS Office • Experience of maintaining databases and producing database reports • Confidence to learn new systems/software • Experience of editing web pages and virtual learning environments. 	E
	Familiarity with monitoring budgets and producing financial reports.	E
	A good understanding of, and experience of supporting, academic research in Higher Education.	D
	Experience of line management of professional services staff.	D
2. Planning and organising resources	Proven ability to plan, prioritise and manage a demanding and varied workload.	E
	A systematic approach to work.	E
	The ability to balance work on substantial longer-term projects with day-to-day tasks, and ad-hoc requests.	E
	Experience of organising events.	D
3. Communication	Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts.	E
	Ability to produce high quality, and often complex, written material for publication.	E
	Experience of servicing committee meetings.	E



4. Initiative and problem solving	Experience of solving everyday problems and thinking creatively.	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision.	E
5. Liaison and networking	Proven ability to liaise with internal and external contacts.	E
6. Service delivery	A high level of numeracy, accuracy and attention to detail.	E
	A willingness to carry out routine tasks.	E
7. Teamwork and Motivation	Experience of working as part of a team.	E
	A willingness to be flexible and adaptable at work.	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.