



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 Officer – Economy & Public Policy

Department/Division: Hellenic Observatory Centre for Research on Contemporary Greece and Cyprus (HOC)

Accountable to: Director of the Hellenic Observatory Centre for Research on Contemporary Greece and Cyprus

Competency	Criteria	E/D
Knowledge and Experience	A PhD in Economics or a related discipline – awarded, or be near completion	E
	Comprehensive and substantial working knowledge of applied econometrics, particularly in the field of micro-econometrics	E
	Familiarity with counterfactual methods of impact assessment	E
	Ability to conduct literature reviews and summarise research findings across different topics in a concise way	E
	Evidence of successful project delivery through independent original research	E
	Ability to conduct high-quality research and produce publications for journals of international standing	E
	Excellent and proficient IT skills, including data processing, large data management, and working knowledge of specialist software in economics, such as Stata, R, Matlab, MS Excel, etc.	E
	Experience in contributing to the formulation of research grant proposals	D
	Familiarity with Greece and Cyprus and working knowledge of modern Greek	D
Familiarity with regional economics and methods of spatial analysis	D	
Communication	Excellent communication skills, with a good command of the English language both orally and in writing	E
		D



	<p>Good presentation skills, demonstrate for example, through experience in conference and seminar presentations</p> <p>Experience with writing blogs and communication via social media</p>	<p>D</p>
Teamwork and motivation	<p>Ability to work as part of a team to accomplish the overarching goals of a wider research programme</p> <p>Strong ability to work independently and take initiative on various tasks</p> <p>Experience in managing and supporting junior research assistants</p>	<p>E</p> <p>E</p> <p>D</p>
Planning and Organising resources	<p>Excellent time management and prioritisation skills.</p> <p>Strong ability to plan and organise workload to ensure project objectives are met, including working on multiple tasks simultaneously.</p> <p>Experience in organising conferences, seminars, and workshops.</p>	<p>E</p> <p>E</p> <p>D</p>
Investigation, analysis and research	<p>Demonstrable ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies.</p> <p>Demonstrable ability to collate and analyse data from a range of sources</p> <p>Willingness to get additional relevant training as required</p> <p>Ability to work across research disciplines</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Liaison and Networking	<p>Evidence of experience of participation, as contributor, in academic and/or policy events</p> <p>Ability to build and maintain networks of contacts within multiple organisations</p> <p>Experience of participation in research networks</p>	<p>E</p> <p>D</p> <p>D</p>
Initiative and Problem Solving	<p>Ability to exercise initiative in selecting a course of action from available options</p> <p>Flexibility and ability and willingness to adapt to changing circumstances and demands</p>	<p>E</p> <p>E</p>

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

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