



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 Awards Manager

Division: LSE Research and Innovation

Accountable to: Research Finance Manager

Competency	Criteria	E/D
Knowledge and experience	• Degree level qualification or equivalent experience	E
	• Excellent literacy and numeracy skills	E
	• Proficiency in Microsoft Office, particularly Microsoft Excel (look-up functions, if/sum-if, pivot tables)	E
	• Comprehensive knowledge of administrative or financial practices, procedures and systems	E
	• Previous experience of working in research and innovation administration in UK Higher Education or similar environment.	D
	• Knowledge of the UK or other advanced translational funding landscape and external factors affecting institutional funding policies and practices	D
Communication	• Excellent oral and written communication skills with the proven ability to communicate in a professional manner with a diverse range of people.	E
	• Ability to communicate information which needs careful interpretation or explanation to non-specialists.	E
Teamwork and motivation	• Ability to guide, coordinate and motivate other individuals outside of own team in order to ensure timely completion of tasks and deliverables.	E
	• Experience of working successfully in and across close-knit teams	E
	• Experience working in informal teams, such as project development teams and delivery of objectives in these informal teams.	D
Liaison and networking	• Strong interpersonal skills with the ability to develop and maintain good working relationships with a wide range people.	E
	• Experience of liaising with external bodies which in the UK HE context might include research funding/sponsor organisations, partner organisations and external auditors.	D



Service delivery	<ul style="list-style-type: none">Ability to provide a high standard of service and information accurately and promptly to internal and external stakeholders High level of numeracy, with the ability to understand and interpret a variety of figures	E
Planning and organising resources	<ul style="list-style-type: none">Demonstrable ability to prioritise, plan and effectively manage a high volume of work, effectively working across a number of concurrent projects.	E
Initiative and problem solving	<ul style="list-style-type: none">Ability to learn new areas of knowledge and skills rapidlyProven experience responding independently to unforeseen problems and situations.	E 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.