



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 and Networking Support Officer	
Department/Division: Mathematics	Accountable to: Research Manager

Competency	Evidence	E/D
1. Knowledge and experience	<ul style="list-style-type: none"> • Demonstrable experience of working in an academic or similar environment in an administrative capacity. • Educated to degree-level or equivalent. • Excellent IT skills and confidence to learn new ones. • A good understanding of, and experience of supporting, academic research in Higher Education. 	E E E D
2. Planning and organising resources	<ul style="list-style-type: none"> • Proven ability to plan, prioritise and systematically manage a demanding and varied workload. • The ability to balance work on longer-term projects with day-to-day tasks, and ad-hoc requests. • Experience of organising events. 	E E D
3. Communication	<ul style="list-style-type: none"> • 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. • Experience of servicing committee meetings. • Experience of creating social media content. 	E D D
4. Initiative and problem solving	<ul style="list-style-type: none"> • Experience of solving everyday problems and thinking creatively. • Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision. 	E E
5. Liaison and networking	<ul style="list-style-type: none"> • Proven ability to liaise with internal and external contacts. 	E
6. Service delivery	<ul style="list-style-type: none"> • A high level of numeracy, accuracy and attention to detail. • A willingness to carry out routine tasks. 	E E
7. Teamwork and Motivation	<ul style="list-style-type: none"> • Experience of working as part of a team. • A willingness to be flexible and adaptable at work. 	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.