

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: Communications and Events Officer

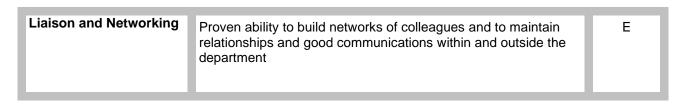
Department/Division: Department of Methodology

Accountable to: Department and Research Operations Manager

| Competency | Criteria | E/D |
|--------------------------|---|-----|
| Knowledge and Experience | Demonstrable administrative experience in a busy environment, preferably in a communications and events role | E |
| | Experience of working in a higher education environment | D |
| | Experience of event organisation and promotion | E |
| | Excellent IT skills, in particular using MS Office packages | E |
| | Experience in editing webpages and using a content management system (CMS) | D |
| | Experience of utilising social media tools (e.g. X, Instagram and YouTube) in a professional context | E |
| | Experience of using website and social media analytics | E |
| Communication | Excellent communication skills with the ability to write and copyedit for a range of purposes, styles and audiences, such as: • writing for a website and promotional materials • explaining complex ideas clearly and succinctly • writing newsletters or marketing materials • managing social media channels | E |
| | Ability and confidence in communicating with a wide range of internal and external contacts, including senior stakeholders | E |
| | Ability to deal professionally with confidential and sensitive information. | E |

| | Experience of preparing material for publication | E |
|--------------------------------|--|---|
| | Proven track record of using social media effectively in a professional context | E |
| Planning and Organisation | Ability to work with minimal supervision and to make autonomous decisions regarding own workload, including effectively dealing with peaks and troughs in the work cycle | E |
| | Ability to plan own workload to meet multiple deadlines | E |
| | Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time | E |
| Service delivery | Ability to provide a high standard of service and to provide information accurately and promptly to internal and external customers | E |
| | High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate work records | E |
| | Experience of reviewing processes and procedures in order to improve outcomes or improve efficiency, whilst acting on feedback from service users | E |
| Teamwork and Motivation | Experience of participating in and making a positive contribution to a team | E |
| | Ability to maintain a positive, enthusiastic, 'can do' attitude at all times | E |
| | Self-motivation, a pro-active approach to work, and the ability to work with limited supervision | E |
| Initiative and Problem Solving | Ability to exercise initiative in selecting a course of action to solve day to day problems and to know when to refer a problem to others | E |
| | Demonstrable calmness when dealing with issues and problems affecting services, and to develop and implement solutions with others | E |
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- E Essential: requirements without which the job could not be done.
- D Desirable: requirements that would enable the candidate to perform the job well.