



## 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
<b>Knowledge and Experience</b>	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
<b>Communication</b>	Excellent communication skills with the ability to write and copy-edit for a range of purposes, styles and audiences, such as: <ul style="list-style-type: none"> <li>• writing for a website and promotional materials</li> <li>• explaining complex ideas clearly and succinctly</li> <li>• writing newsletters or marketing materials</li> <li>• managing social media channels</li> </ul>	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
<b>Planning and Organisation</b>	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
<b>Service delivery</b>	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
<b>Teamwork and Motivation</b>	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
<b>Initiative and Problem Solving</b>	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



<b>Liaison and Networking</b>	Proven ability to build networks of colleagues and to maintain relationships and good communications within and outside the department	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.**