



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 Officer

Department/Division: LSE IDEAS

Accountable to: Centre Manager

Competency	Criteria	E/D
Written and online communications	▪ Previous experience working with websites and social media	E
	▪ Clear written and spoken English	E
	▪ Ability to work to a set house style	E
	▪ Ability to convey complex information in a concise, accessible manner	E
	▪ Experience in acting as first point contact for press and media	E
	▪ Evidence of checking information for accuracy and clarity	E
	▪ Knowledge of, or interest in international relations and foreign policy	D
Teamwork and motivation	▪ Ability to function effectively in a team	E
	▪ Willingness to undertake training and develop new skills	E
	▪ Experience in coordinating a team to complete agreed actions to set deadlines	D
Liaison and networking	▪ Experience liaising with several different individuals to collect information	E
	▪ Ability to manage stakeholder relationships and to	E



	ensure clear communication with them regarding key updates	
Service delivery	▪ Ability to provide clear, concise instructions both verbally and in writing	E
	▪ Understanding how and when to escalate issues to a manager or another department/individual	E
Planning and organising resources	▪ Evidence of working independently and managing your own workload to meet agreed deadlines according to established priorities	E
Investigation, analysis and research	▪ Evidence of researching and utilising new technologies as they become available	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.