



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 Manager

Department: Gender Studies

Accountable to: Department Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent; or significant relevant work experience.	E
	Excellent MS Office IT skills	E
	Relevant experience of working in higher education, preferably in a student-facing environment.	E
	Experience of line-management	E
	Experience of budget management.	E
	Experience of events delivery	E
Communication	Excellent oral and written communication skills, including grammatical accuracy and the ability to adapt content and style to a specific audience.	E
	Ability to:	
	Deal with a wide range of people in an appropriate and tactful manner.	E
	Convey complex information in a clear and concise manner.	E
Teamwork and motivation	Write reports for consideration by senior colleagues and external organisations.	E
	Ability to:	
	Understand the needs of different stakeholders and to practice inclusive decision-making.	E
	Maintain a consistently positive attitude towards colleagues and to make an outstanding constructive contribution to the team and Department.	E



	Work as part of a team of academic and professional services staff, as well as on own initiative.	E
	Contribute to, and motivate, the wider team, and to lead by example.	E
	Constructively participate in team meetings, one-to-one meetings and wider departmental meetings.	E
Liaison and Networking	Ability to:	
	Act as a key authoritative interface between the Department and a wide range of academic and professional services staff across the School.	E
	Identify and develop links with external organisations to further improve service delivery.	E
	Liaise effectively with students and academic staff.	E
Service Delivery	Outstanding attention to detail.	E
	Proven commitment to an ethos of continuous improvement.	E
	Ability to:	
	Provide outstanding service to students and colleagues at all times.	E
	Develop and manage effective administrative systems and processes.	E
	Demonstrable understanding of the particular demands arising from a very diverse student body and of how such issues can be addressed effectively.	E
Planning and Organising Resources	Excellent time-management skills, with the ability to organise a busy and demanding workload.	E
	Ability to:	
	Work effectively and proactively with limited supervision.	E
	Plan and manage the work of others.	E
Initiative and Problem-Solving	Ability to:	
	Use initiative to resolve complex, unprecedented problems.	E
	Respond to internal and external enquiries in an appropriate and confident manner.	E
	Recognise when to seek advice on issues of particular concern.	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.