

Person Specification

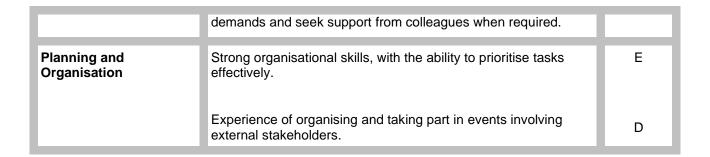
This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Public Affairs Assistant

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level, studying for the equivalent, or holding an equivalent qualification.	E
	Interest in working in a busy office environment.	E
	A good knowledge of and interest in UK politics and Parliamentary procedures.	D
	Knowledge of UK higher education sector.	D
Communication	Excellent verbal and written communications skills and the ability to turn complex information into high-quality, concise and accessible prose tailored for a range of audiences.	E
Teamwork and Motivation	Experience of, and interest in, teamwork and managing a number of projects simultaneously.	E
	A motivated and enthusiastic approach to public affairs and an understanding of the value it adds to an organisation.	E
Liaison and networking	Experience of networking and attending meetings.	D
Service Delivery	Commitment to working to schedule in a time-sensitive environment.	E
Decision Making	An ability to work with others to balance a range of competing	Е





E - Essential: requirements without which the job could not be done.

D - Desirable: requirements that would enable the candidate to perform the job well.