



## 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

**Department/Division:** Communications

**Accountable to:** Head of Public Affairs

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	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
<b>Communication</b>	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
<b>Teamwork and Motivation</b>	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
<b>Liaison and networking</b>	Experience of networking and attending meetings.	D
<b>Service Delivery</b>	Commitment to working to schedule in a time-sensitive environment.	E
<b>Decision Making</b>	An ability to work with others to balance a range of competing	E



	demands and seek support from colleagues when required.	
<b>Planning and Organisation</b>	Strong organisational skills, with the ability to prioritise tasks effectively.	E
	Experience of organising and taking part in events involving external stakeholders.	D

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

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