



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: Centre for Economic Performance

Accountable to: Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to Degree-Level (or equivalent)	E
	A minimum of 24 months' relevant administrative experience in a busy office environment	E
	Experience of organising public events.	E
	Experience of maintaining websites using a content management system.	E
	Experience of using mailing systems and relationship-management systems, ideally using databases.	E
	Experience of managing production of a variety of digital and hard-copy publications.	E
	Strong IT skills in software packages i.e. Word , Access, Excel (including preparation of charts and tables); Explorer Outlook, web packages for updating website and working interchangeably within these.	E
	Experience with computer design packages, e.g. InDesign	D
	Experience with different analytical tools, such as Google Analytics	D
	Interest in areas of economics/ social policy/ social science covered by the Centre.	D
Communication	A strong demonstrable command of written and spoken English.	E
	Excellent communication skills with the ability to proofread, write and copy-edit for a range of purposes, styles and audiences (technical and less-technical readerships).	E



	Ability to persuade others (including outside suppliers) to contribute to the success of events and CEP work, including publications and website	E
	Proven track record of using social media platforms effectively in a professional context	E
	Strong visual sense for website, publicity material and publications design.	E
Initiative and Problem Solving	Ability to exercise initiative and good judgement in selecting a course of action to solve day to day problems and to know when to refer a problem to others	E
	Ability to remain calm (including on the day when dealing with logistics of complex events organisation) and helping others to find solutions.	E
Planning and Organising Resources	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 and prioritise own workload to meet multiple deadlines.	E
	Experience of monitoring budgets for events and publications; and ensuring value for money and quality of services and goods provided by external suppliers	E
Service Delivery	High level of accuracy and attention to detail in all aspects of work.	E
	Experience of reviewing processes and procedures in order to improve outcomes, reduce costs or improve efficiency.	D
Liaison and Networking	Ability to build networks with a wide range of colleagues within the Centre, LSE and partner institutions.	E
	Proven ability to develop a sense of community through good communications outputs.	E
Teamwork and Motivation	Evidence of having contributed positively to a team and its objectives.	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

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

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