



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 Assistant (Democratic Dashboard)

Department/Division: LSE Public Policy Group (PPG) Government Department
Accountable to: Prof Patrick Dunleavy (and Prof Tony Travers Jan-April)

Competency	Criteria	E/D
Investigation, analysis and research	Ability to maintain the current Democratic Dashboard website and upload changes (or to quickly learn how to do so)	E
	Excellent quantitative research skills with experience in different methods of analysis	E
	A capacity to quickly master new quantitative, statistical and IT methods	E
	Experience of building, cleaning, merging and populating datasets from a variety of sources including publicly available data	E
	Experience of or commitment to developing online open access data sources, with related Web and IT skills	D
Knowledge and Experience	A strong academic background, preferably a PhD (or close to completion), MPA, MPhil or MSc in either political science, government, or a closely related discipline	E
	Experience with SPSS syntax (specifically), Google Maps, Google Fusion Tables and Mapping	E
	A good acquaintance with UK electoral and administrative geography	E
	Experience of online communication tools for blogging and social media	E
	Strong interest or experience in UK local government and civic	E



	politics	
	A keen interest in democracy and UK politics from the point of view of the citizen	E
	A strong knowledge of how academia, think tanks, Parliament, and government work, and how research can feed into all of these stakeholders	D
Communication	Ability to communicate effectively and confidently at all levels, both orally and in writing.	E
	Appreciation of political sensitivities, especially the risks in running a major political website.	E
	Commitment to very full and regular contact with the DA Directors	E
	Commitment to produce high quality work that is also accessible and excellently presented	E
	Ability to engage creatively and co-operatively with other parts of the UK democratic advance movement	D
Teamwork and motivation	Ability to work with and contribute actively to the Democratic Audit and PPG teams.	E
	Ability to work without direction on some tasks whilst recognising when a problem should be referred to others.	E
Service delivery	Ability to be very well organised and plan ahead effectively and in good time for major events (like annual May elections)	E
	Ability to work to deadlines.	E
Initiative and problem solving	Excellent self-organizational and management skills.	E
	A proven capacity to acquire new knowledge and skills in a wide range of areas.	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.