



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: Personal Assistant and Research Administrator

Department/Division: International Development
Accountable to: Director

Competency	Criteria	E/D
Knowledge and Experience	Demonstrable administrative experience, ideally related to a research programme or similar and working with limited supervision	E
	Educated to degree level or equivalent	E
	Experience of developing, implementing and maintaining efficient office systems and procedures	E
	Experience in budget management and in basic financial administration	E
	Experience of using MS Windows packages such as Word, Excel, Outlook and Access effectively	E
	Experience in making travel arrangements and organising a variety of events	E
	Must be fluent in English, other languages not required but would be beneficial	D
Communication	Ability to convey information in an appropriate format	E
	Ability to communicate effectively and confidently at all levels, orally and in writing	E
	Proven ability to maintain strong and open channels of communication with colleagues	E
Teamwork and Motivation	Ability to contribute actively to the team and understand key aims and objectives	E



	Willingness to support aims and strategic objectives of research activities and to proactively develop efficient administrative processes	E
	Knowledge of international development issues	D
Liaison and Networking	Ability to build effective working relationships with Department and School staff both administrative and academic	E
	Ability to collate data on contacts appropriate to research projects for disseminating research updates	E
Decision Making	Ability to take decisions within existing procedures and practices	E
	Ability to recognise when a matter should be referred to a more senior member of staff or other colleague	E
	Ability to recognise confidential material and to maintain confidentiality	E
Planning and Organising Resources	Experience of managing a demanding workload with frequently changing priorities	E
	Ability to plan to short, medium and long-term deadlines	E
	Experience of keeping accurate and up-to-date records and to quickly recall schedules and commitments accurately	E
	Ability to work autonomously with minimum supervision	E
Initiative and Problem Solving	Willingness and ability to solve day to day problems related to the role	E
	Ability to gather information to provide authoritative advice and accurate facts and figures e.g. when advising on travel arrangements or carrying out basic research	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.