



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 Communications Manager

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and experience	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline.	E
	Have a proven track record of working with top academics in economic development to analyse and present research results to policy audiences and the media.	E
	Successful track record of developing and delivering impactful communications strategies, policy events and conferences, covering a range of audiences and channels.	E
	Knowledge and experience of using web and social media, preferably to communicate research evidence to a non-technical audience.	E
	Experience of planning, organising and delivering high profile events and conferences.	E
	Experience of working with WordPress, MailChimp, InDesign, and CMS systems.	D
Communication	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical or academic information to non-specialist audiences.	E
	Ability to draw out key messages from complex research findings.	E
	Understanding and experience in wide range	E



	<p>of uses of social media, including twitter, LinkedIn and blogging.</p> <p>Experience in training and supporting other non-specialists to increase their skill level.</p>	D
Teamwork and motivation	<p>Dynamic and entrepreneurial approach</p> <p>Ability to manage other staff, including setting objectives motivation, performance management and support.</p> <p>Demonstrated ability to work as part of a team, especially in a developing country multi-cultural context and with colleagues based in other countries.</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to contribute to networking by identifying key people to foster working relationships with.</p> <p>Ability to manage external communications agencies, including workplans, contract management and budget.</p> <p>Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.</p>	<p>E</p> <p>E</p> <p>D</p>
Planning and organisation	<p>Skills in identifying and anticipating new opportunities to communicate and promote the work of IGC.</p> <p>Demonstrated ability to plan and organise own and others workload in order to consistently meet deadlines, often under pressure.</p> <p>Ability to manage a budget, including planning, forecasting and monitoring.</p>	<p>E</p> <p>E</p> <p>E</p>

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

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