



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 Manager

Department/Division: Middle East Centre

Accountable to: Deputy Director

Competency	Criteria	E/D
Knowledge and Experience	Experience in outreach and communications	E
	Experience of working with government and answering media requests	E
	Excellent understanding and experience of using social media to build profile and influence	E
	Strong interest in design and great attention to detail	E
	Experience of line management	E
	Experience of events planning and management	E
	Experience managing and editing websites	E
	Excellent IT skills	E
	Keen interest in the Middle East	E
	Knowledge of the academic publishing landscape	D
	Work experience in a higher education or research organisation in the UK	D
	Experience with film editing	D
Communication	Knowledge of using InDesign, Photoshop, Illustrator and Premiere Pro	D
	Ability to quickly understand complex information and convey it confidently, appropriately and effectively to a variety of audiences	E



	<p>Evidence of producing high-quality written material with grammatical accuracy, attention to detail and mindful of the intended audience</p> <p>Evidence of preparing and producing material for publication via a variety of media e.g. reports, working papers, webpages</p> <p>Knowledge of a Middle Eastern language</p>	<p>E</p> <p>E</p> <p>D</p>
Teamwork and Motivation	<p>Ability to manage and lead a team, providing direction and support, and to develop and motivate staff</p> <p>To plan, prioritise and organise own day-to-day work and that of other team members in accordance with deadlines and agreed objectives</p>	<p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Evidence of ability to use initiative and judgement to solve day-to-day issues and potentially complex problems with flexibility, timeliness and sensitivity</p> <p>Ability and confidence to make constructive recommendations to senior management staff within the Centre and the wider School</p> <p>Experience of dealing with sensitive problems</p>	<p>E</p> <p>E</p> <p>E</p>
Planning and Organising Resources	<p>Experience of working within a busy environment and meeting tight and demanding deadlines</p> <p>Experience of working with limited supervision and effectively determine when it is appropriate to change workload priorities</p>	<p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to deal with internal and external contacts to high professional standards</p> <p>Experience of working with partners in the Middle East</p>	<p>E</p> <p>D</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.