



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: REF Support Manager

Ref no.: TBC

Department/Division: Research Division

Accountable to: Research Policy Manager

Criteria	E/D
Knowledge and experience <ul style="list-style-type: none"> – Expert knowledge and high level experience of national research assessment exercises – Experience of working in a Higher Education setting – Experience of working with a Current Research Information System (CRIS) – Good IT skills (E.g. MS Word, Office, MS Excel) – Educated to degree level 	E E E E D
Communication <ul style="list-style-type: none"> – Ability to communicate complex information effectively at all levels (academics and non-academics) by choosing the method of communication appropriate to audience and context – Ability to write policy and committee papers – Experience of providing training 	E E D
Liaison and networking <ul style="list-style-type: none"> – Ability to maintain relationships over time and establish new communication channels, thereby actively influencing developments through contacts – Experience of building and maintaining networks across and between academic departments or disciplines 	E D
Initiative and problem solving <ul style="list-style-type: none"> – Ability to assess and resolve complex coordination problems, involving different individuals, departments, disciplines or organisational functions 	E



<ul style="list-style-type: none"> – Ability to resolve problems when an immediate solution is not apparent – Ability to solve complex problems and analyse information 	E D
Service delivery	
<ul style="list-style-type: none"> – Experience of successful completion of complex projects on time 	E
Teamwork and motivation	
<ul style="list-style-type: none"> – Ability to agree clear objectives and delegate effectively, encouraging others and fostering a common purpose within and between teams – Ability to coordinate diverse teams efficiently and in a collegial manner 	E E
Decision making	
<ul style="list-style-type: none"> – Proven ability to understand the implications and consequences of decisions which may involve complex and/or sensitive issues 	E
Planning and organising	
<ul style="list-style-type: none"> – Ability to plan own work and that of other team members – Experience of working both to tight timescales and of formulating and executing plans 	E 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.