



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 Administrator (1 year fixed-term)

Department/Division: Department of Methodology

Accountable to: Department Manager

Criteria	Evidence	E/D
Knowledge and Experience	Relevant experience of working in an administrative capacity	E
	Excellent IT skills – Microsoft Office, Word, Excel, Outlook or equivalent email system	E
	Experience of processing expenses, budgets or other financial experience	E
	Experience of working in an academic or similar environment in an administrative capacity	D
	Experience of project management	D
	Experience of co-ordinating meetings and events	D
	Educated to degree level or equivalent	D
Communication	Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts	E
	Confidence in relating to a variety of people	E
	Experience of servicing committee meetings	D
Planning and Organisation	Proven ability to plan, prioritise and manage a demanding and varied workload with competing priorities	E
	The ability to work with limited supervision	E
Service delivery	Ability to provide a high standard of service and to provide information accurately and promptly to internal and external customers	E



	A high level of numeracy, accuracy and attention to detail	E
	The proven ability to use initiative to make suggestions about improvements to service delivery	E
Liaison and Networking	Experience of building and developing networks with internal and external contacts	E
	Experience of liaising with senior stakeholders	E
Teamwork and Motivation	Experience of participating in and making a positive contribution to a team.	E
	Evidence of a pro-active approach to work	E
Initiative and Problem Solving	Experience of solving everyday problems and thinking creatively, including recognising when a problem should be referred to others	E
	Self-motivation and the proven ability to be proactive and manage tasks with minimal supervision	E
	Ability to deal professionally with confidential information	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.