



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 Officer, Qualitative Social Research

Department/Division: Sociology

Accountable to: Project Leader & Department Manager

Competency	Criteria	E/D
Knowledge & Experience	The candidate should have, or be close to completing, a PhD in sociology or a related discipline	E
	Experience conducting qualitative interviews	E
	Experience coding and analysing qualitative interviews	E
	Experience conducting literature reviews	E
	Experience of conducting focus groups	E
	Experience of working in participatory research	D
	Research interests in tackling equality, diversity and inclusion in HE, critical and liberation pedagogies	D
	Excellent IT skills - Microsoft office, PowerPoint, Word, Excel and Outlook	E
	Experience of managing and administering research projects	E
	Experience of working with descriptive statistics	D
	Ability to take responsibility for and work independently on specific project tasks	E
Communication	Ability to engage with sensitive information in respectful and thoughtful manner	E
	Excellent English language skills, both oral and written	E



Planning and Organisation	Ability to work to deadlines and to prioritise multiple tasks whilst maintaining attention to detail	E
	Ability to effectively maintain records electronically and on paper	E
	Ability to manage project budgets	D
Initiative and Problem Solving	Ability to exercise initiative in selecting a course of action from available options	E
	Flexibility and ability and willingness to adapt to changing circumstances and demands	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.