



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 Assistant, CEP

Department/Division: CEP
Accountable to: Sandra McNally

Competency	Criteria	E/D
Knowledge and experience	1. An undergraduate degree in Economics or other quantitative discipline to be completed by post start date.	E
	2. A Masters in Economics or other quantitative science discipline.	E
	3. Advanced experience of using Stata or similar programs for analysing large scale micro data sets.	E
	4. Knowledge of and interest in Education and Skills policy and applied microeconomics more generally.	E
	5. Experience working with confidential administrative data in a secure data environment.	D
Investigation, analysis and research	6. Ability to perform literature reviews and search for data sources	E
	7. Ability to interpret and analyse patterns or trends in data	E
	8. Ability to perform data work requiring great accuracy and attention to detail	E
	9. Ability to think through economic problems analytically and identify appropriate methods of economic investigation	E
	10. Experience of execution and write up of independent research projects such as an undergraduate or masters' thesis	D
Decision making	11. Ability to work independently, without close supervision	E



Communication	12. Excellent written and verbal communication skills	E
	13. Ability to convey complex technical material in simple and clear terms	E
	14. Experience of communicating research findings to decision makers outside academia	D
Team work and motivation	15. Experience of providing project research assistance	D

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

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