



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

Department/Division: Sociology

Accountable to: Principal Investigator & Department Manager

Competency	Criteria	E/D
Knowledge & Experience	PhD in Sociology or relevant social science, completed or near completion	E
	Research interests in one or more of the following fields: humanitarianism, human rights, death and dying, political/mass violence, justice, science and technology studies	E
	Experience of designing and conducting fieldwork, including recruiting participants	E
	Experience of designing and conducting fieldwork in ethically and/or security sensitive contexts	D
	Experience of designing, conducting, coding and analysing qualitative interviews,	E
	Experience of conducting literature surveys	E
	An ability to analyse and research complex ideas and theories, and apply appropriate methods and concepts to empirical data	E
	Experience of initiating and sustaining links with external bodies to foster collaboration	D
	Experience of contributing to the formulation of peer reviewed research grant proposals	D
	A commitment to high quality academic research including the highest standards of ethics in research	E
Experience of research collaboration	D	
Experience of writing up research for publication in a variety of modes including peer reviewed journals	D	



	Experience of using a range of social media tools (such as Twitter, Facebook and blogs) for the promotion and development of research	D
	Experience of preparing data for data sharing platforms	D
	Excellent IT skills: Microsoft Office, Powerpoint, Word, Excel and Outlook. Experience of using bibliographic (such as Endnote or Zotero or other) and qualitative data analysis software (such as NVIVO, Atlas Ti or other), and experience of maintaining and updating webpages	E
Communication	Excellent English language skills, both verbal and written	E
	Written and spoken fluency in Spanish	E
	Ability to conduct consecutive interpretation from Spanish to English	E
	Commitment to regular and effective communication with the Principal Investigator and research participants and contacts	E
Initiative and Problem Solving	Ability to work on own initiative	E
	Ability to contribute creative solutions to research challenges	E
	Ability and willingness to work as part of a team under the guidance of the Principal Investigator	E
Planning and Organisation	Ability to take responsibility for, and work independently on, specific project tasks	E
	Ability to manage time, work to deadlines and prioritise multiple tasks whilst maintaining attention to detail	E
	Ability to organise, manage and facilitate public events and workshops	E
	Ability to maintain a high standard of record keeping, both electronically and on paper	E
Service Delivery	Ability to write reports and manage administrative work in an efficient and timely manner	E
	A commitment to delivering research to a high standard and in a timely manner	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.