



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: Hellenic Observatory Research Officer

Department/Division: Hellenic Observatory/European Institute
Accountable to: Hellenic Observatory Director

Competency	Criteria	E/D
Knowledge and Experience	A completed PhD in social sciences – <i>The thesis must have been defended successfully, or corrections been approved by January 2018.</i> [i.e. the applicant should have had their viva and in cases where the PhD has not yet been awarded a letter from the applicant's supervisor should be provided indicating current status]	E
	Demonstrate comprehensive and substantial knowledge of contemporary Greece	E
	Experience in contributing to the formulation of research grant proposals	E
	Evidence of publication and/or project delivery through independent original research	E
	Ability to create a high quality research proposal with realisable goals, relevant to one of the following subjects: Economic and social policies in Greece, Greek domestic reform and political institutions, Greece's external economic relations, Greece and regional cooperation in SE Europe and beyond, Greece's economic performance within the EU, Greek foreign and defence policy	E
	Knowledge of Modern Greek	E
	Excellent and proficient IT skills, including ability to manage large databases.	E
	Demonstrate creative approaches to research challenges	D



Communication	Excellent communication skills, with a good command of the English language both orally and in writing	E
Teamwork and motivation	Ability to take responsibility for and work independently on specific project tasks, consulting and reporting to colleagues appropriately	E
	A flexible and creative attitude to work, including a willingness to undertake travel	E
	Demonstrated ability to work as part of a team	D
Liaison and Networking	Evidence of experience of participation in academic/ policy events, conferences on Greece	E
	Evidence of experience in initiating and sustaining links with external bodies to foster collaboration	D
	Demonstrated ability to build and maintain a networks of contacts	D
Planning and organisation	Evidence of time management skills, setting priorities and meeting deadlines	E
	Ability to design and conduct fieldwork	E
	Ability to organise conferences, seminars and workshops	E
Investigation, analysis and research	Ability to develop a coherent programme of research	E
	Demonstrative ability to collate and analyse data from a range of sources	E
	Ability to analyse and research complex ideas, concepts or theories	E
	Experience of establishing context for research projects and establishing models	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.