



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 Impact and Policy Officer

Department/Division: Personal Social Services Research Unit

Accountable to: Ms Anji Mehta, PSSRU Manager; NIHR SSCR Finance and Impact Manager

Competency	Criteria	E/D
Knowledge and Experience	A good general standard of education, preferably to degree level (or equivalent)	E
Knowledge and Experience	Experience of working in a communications or research policy role	E
Knowledge and Experience	Good understanding of the Higher Education research impact agenda	D
Knowledge and Experience	Interest in social care practice and research	E
Knowledge and Experience	Knowledge of social care practice/research	D
Knowledge and Experience	Excellent working knowledge of Microsoft Office (inc Outlook, Word, Access, Excel, PowerPoint).	E
Knowledge and Experience	Experience of writing (news, blogs, reports and website copy) and/or editing specialist publications	E
Knowledge and Experience	Active user of social media	E
Knowledge and Experience	Experience of event organisation and speaker liaison	E
Communication	Excellent interpersonal skills	E
Communication	Evidence of excellent written English and oral communication skills and demonstrable ability to write clearly and concisely, with accuracy and excellent attention to detail, for different audiences and purposes e.g. website, reports and publicity material	E
Communication	Experience of having actively promoted the research, services or activities of an institution to others	E



Communication	Proven ability to convey information which needs careful explanation or interpretation (e.g. writing guidance/instructions or promotional materials) to non-specialist audiences in an effective way	E
Communication	Ability to handle confidential and sensitive information	E
Teamwork and Motivation	Evidence of being self-motivated, proactive and able to work independently with limited supervision	E
Teamwork and Motivation	Effective partnership working and inter-personal skills	E
Planning and Organising Resources	Proven experience of working to tight and often conflicting deadlines, planning own workload and prioritising multiple tasks while maintaining attention to detail	E
Planning and Organising Resources	Ability to effectively determine when it is appropriate to change workload priorities	E
Planning and Organising Resources	Able to plan and manage new projects or new activities, ensuring plans complement broader organisational strategy	E
Planning and Organising Resources	Capacity to develop and deliver strategy and action plans that take forward agreed priorities	E
Service delivery	Ability to remain calm and maintain professional approach at all times	E
Service delivery	Ability and flexibility to carry out a diverse range of communication duties	E
Service delivery	Ability to provide a high standard of service and to provide information accurately and promptly to internal and external colleagues	E
Service delivery	High level of accuracy and scrupulous attention to detail in all aspects of work, including the ability to maintain accurate electronic and paper-based records	E
Service delivery	An interest in continually improving the status quo	E
Liaising and Networking	Experience of building and developing networks with internal and external contacts	E
Liaising and Networking	Experience of following existing procedures and protocols when liaising with individuals and groups of people	E
Liaising and Networking	Ability to establish good working relationships with contacts outside the immediate team and to maintain these over time	E
Liaising and Networking	Ability to influence developments through strategic contacts	E



Initiative and Problem Solving	Demonstrated ability to show initiative in responding to requests by providing information without supervision in a prompt and efficient manner	E
Initiative and Problem Solving	Evidence of anticipating problems that may arise and showing initiative and creativity in solving them, alongside the ability to recognise when a problem should be referred	E
Analysis and Research	Experience of gathering, collating and analysing data and information from a range of sources	E
Analysis and Research	Experience of making recommendations based on research findings	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.