



## 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 Compliance Manager

**Division:** LSE Research and Innovation

**Accountable to:** Research Accountant &  
Head of Research Awards Team.

Competency	Evidence	E/D
<b>Knowledge &amp; Experience</b>	Degree or equivalent with a relevant professional qualification in a management, legal or finance field or equivalent experience	E
	In-depth knowledge of relevant funder regulations such as those issued by the UKRI, European Commission, NIHR, and other regulatory agencies.	D
	Strong analytical skills and attention to detail, with the ability to interpret complex regulations and apply them effectively.	E
	Excellent analytical skills and IT skills particularly, Microsoft Word, Teams, PowerPoint, SharePoint, and Excel	E
	Proven ability to develop and deliver training programs and educational materials.	E
	Experience of drafting policies, standard operating procedures, and other guidance documents.	E
	Substantial experience of identifying opportunities to improve internal systems and procedures and then developing and implementing the process to deliver change	E
	Experience conducting audits, investigations, and risk assessments.	D
<b>Communication</b>	Excellent written and oral communication skills, proven ability to explain complex regulatory and compliance concepts to non-specialists	E
	Excellent communication and interpersonal skills, with the ability to interact with individuals at all levels of the organisation.	E
<b>Team Work &amp; Motivation</b>	Ability to work in partnership with colleagues to achieve common goals	E
	Strong interpersonal skills and the ability to communicate and influence people at all levels throughout the organisation and externally	E
	Strong leadership and people management skills.	E
<b>Planning &amp; Organisation</b>	Experience of managing and prioritising a variety of competing tasks and deadlines	E



	<p>Routinely examine tools, processes and way of working to identify opportunities to improve predictive accuracy and / or the effectiveness of the planning process</p> <p>Ability to perform effectively under pressure, plan and prioritise work requirements and with good personal organisation and time management skills</p>	<p>E</p> <p>E</p>
<b>Initiative &amp; Problem Solving</b>	<p>Ability to identify additional information that has not been requested but is likely to be useful and to challenge and verify the accuracy of information obtained</p> <p>Demonstrated ability to support and manage change; an innovative and enthusiastic approach to continual improvement of services</p>	<p>E</p> <p>E</p>
<b>Decision Making</b>	<p>Experienced in making logical, evidence based decisions</p> <p>Experienced in identifying key regulatory and compliance related factors required for collaborative decision making</p>	<p>E</p> <p>E</p>
<b>Liaison &amp; Networking</b>	<p>Experience of successfully managing multiple relationships with competing demands</p> <p>Ability to build effective relationships across Research &amp; Innovation and the School to support effective and efficient processes and change management</p>	<p>E</p> <p>E</p>
<b>Analysis &amp; Research</b>	<p>Ability to manipulate and assess information rapidly, identifying key points and drawing conclusions. Able to identify the relationship between complex, interdependent factors</p> <p>Ability to assess, define and develop KPIs</p>	<p>E</p> <p>E</p>

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

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