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 Partnerships Officer

Department/Division: PhD Academy   **Accountable to:** Research Partnerships Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent through experience.	E
	Previous relevant administrative experience, preferably within a Higher Education setting, involving interpreting and advising on regulatory and policy documents.	E
	Excellent general IT skills and experience of using Microsoft Office.	E
	Demonstrable ability to acquire knowledge of research funding-related policies regulations to support compliance with grant administration	E
Communication	Excellent verbal and written communication skills (oral and written), with the ability to relate to people at all levels.	E
	Excellent copy writing skills with the ability to tailor approach to different channels and audiences.	D
Teamwork and motivation	Experience of working with a range of internal stakeholders to develop effective communications for diverse needs.	E
	Ability to build co-operation and to demonstrate a proactive approach to assisting colleagues	E
Liaison and networking	Proven track record of developing and maintaining good 'customer' relations with a diverse group of staff at all levels of seniority and across multiple teams and departments	E
	The ability to make connections and build relationships with academic and administrative stakeholders outside the PhD	D

	Academy team, across the institution	
Service delivery	Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets, and achieve demonstrable results.	E
	Ability to handle multiple requests for support and to prioritise the most urgent and strategically important.	E
Initiative and problem solving	Ability to work with minimal supervision, solving operational problems as they arise	E
	Confident in using own initiative to seek support and recognising the need for escalation.	E
Analysis and research	Ability to plan and manage small projects and cyclical work patterns, ensuring the effective use of resources.	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.