# 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 Grants Officer **Ref No.:**

**Department/Division:** Firoz Lalji Centre for Africa and CPAID **Accountable to:** Centre Manager

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| **Competency** | **Criteria** | | E/D |
| **Knowledge and Experience** | | Educated to degree level (or equivalent)  Previous relevant administrative experience, preferably within a Higher Education setting    Excellent general IT skills, including MS Office & Outlook  Excellent numerical skills  Experience of using and working with databases to produce reports and budget profiles and forecasts  Experience of organising meetings and events abroad  Experience of managing project or grant budgets  Experience of financial administration and decision-making, including monitoring and managing budgets, determining courses of action based on budgetary allowances and feasibility  Experience of managing research grant reporting  Experience of line management of junior staff  Knowledge of the Higher Education sector | E  E  E  E  E  D  E  D  D  D  D |
| **Communication** | | Excellent written and verbal communications skills, including the ability to translate complex budget and policy information into simple prose  Ability to communicate effectively and professionally with audiences of all levels  Excellent attention to detail  Ability to provide and communicate information accurately and promptly to internal and external stakeholders  Excellent interpersonal skills | E  E  E  E  E |
| **Teamwork and Motivation** | | Collaborative mindset, effective team player who works well with others and fosters a sense of shared purpose.  Experience of working within, and actively contributing to a team  Flexible and willing to be involved in a variety of ad-hoc projects as required. | E  E  E |
| **Liaison and Networking** | | Strong interpersonal skills with the ability to communicate and build relationships with a variety of internal and external partners  The ability to initiate, build and establish networks to maintain relationships over time and establish new communication channels  Ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. research funders, research partners, academics) | E  E  D |
| **Initiative and Problem Solving** | | Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when organising an event or meeting)  Ability to work with minimum supervision and use own initiative  Ability to recognise when a problem should be referred  Ability to solve day to day operational issues as they arise  Evidence of anticipating problems that may arise and showing initiative and creativity in solving them  Ability to evaluate, from a number of options, the most appropriate course of action | E  E  E  E  E  E |
| **Decision Making** | | Ability to identify and implement strategies to make best use of resources to achieve goals and objectives  Ability to take day-to-day decisions within existing organisational procedures and guidelines | E  E |
| **Planning and Organising** | | Experience of planning and organising own workloads and consistently meeting deadlines  Experience in planning, setting-up and maintaining systems of administration  Experience of supporting financial management  Experience of attending to detail while producing timely work within deadlines  Ability to maintain up-to-date, efficient and accurate electronic records  Ability to plan events in the UK and internationally | E  E  D  E  E  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.**