# 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 & OutlookExcellent numerical skillsExperience of using and working with databases to produce reports and budget profiles and forecastsExperience of organising meetings and events abroadExperience 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 staffKnowledge of the Higher Education sector | EEE EEDEDDDD |
| **Communication** | Excellent written and verbal communications skills, including the ability to translate complex budget and policy information into simple proseAbility to communicate effectively and professionally with audiences of all levelsExcellent attention to detailAbility to provide and communicate information accurately and promptly to internal and external stakeholdersExcellent interpersonal skills | EEEEE |
| **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 teamFlexible and willing to be involved in a variety of ad-hoc projects as required. | EEE |
| **Liaison and Networking** | Strong interpersonal skills with the ability to communicate and build relationships with a variety of internal and external partnersThe ability to initiate, build and establish networks to maintain relationships over time and establish new communication channelsAbility to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. research funders, research partners, academics) | EED |
| **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 initiativeAbility to recognise when a problem should be referredAbility to solve day to day operational issues as they ariseEvidence 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 | EEEEEE |
| **Decision Making** | Ability to identify and implement strategies to make best use of resources to achieve goals and objectivesAbility to take day-to-day decisions within existing organisational procedures and guidelines | EE |
| **Planning and Organising** | Experience of planning and organising own workloads and consistently meeting deadlinesExperience in planning, setting-up and maintaining systems of administrationExperience of supporting financial management Experience of attending to detail while producing timely work within deadlinesAbility to maintain up-to-date, efficient and accurate electronic recordsAbility to plan events in the UK and internationally | EEDEEE |

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

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