



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 and Faculty Affairs Assistant

Department/Division: European Institute

Accountable to: Department Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or possessing equivalent experience	E
	Experience of providing relevant administrative support to senior personnel and/or academic staff	E
	Excellent IT skills – including Microsoft Office applications, internet and web editing packages	E
	High degree of accuracy and attention to detail	E
	Knowledge of the UK Higher Education system	D
	Knowledge of research grant applications and the Research Excellence Framework (REF)	D
	An interest in European politics	D
Communication	Excellent verbal and written communication skills	E
	Strong interpersonal skills with the ability to use both tact and diplomacy in sensitive situations	E
	An ability to write concise and informative committee minutes	D
Teamwork and motivation	Possess a positive and professional attitude to providing support to others even in difficult or challenging circumstances	E
	Ability to work as part of a team to accomplish the overarching goals of the department	E
Planning and organising resources	Excellent time-management and organisational skills	E
	Ability to manage conflicting deadlines	E



Initiative and problem-solving	Ability to plan strategically and to organise a busy workload	E
	Able to work on own initiative	E
	The ability to respond to challenging situations when an immediate solution is not apparent	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.