



## 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 Officer, 'Improving Deliberation, Improving Copyright'

**Department/Division:** Media and Communications

**Accountable to:** PI (Dr Lee Edwards)

Competency	Criteria	E/D
Knowledge & Experience	PhD in Media and Communications or relevant social science, completed or near completion	E
	Research interests in one or more of the following fields: copyright policy, media policy, media industries, deliberation and consultation processes	D
	Experience of designing, conducting, coding and analysing qualitative interviews	D
	An ability to analyse and research complex ideas and theories, and apply appropriate methods and concepts to empirical data	E
	A commitment to high quality academic research including the highest standards of ethics in research	E
	Experience of event management and organisation	D
	Experience with social media for the promotion of research	D
	Excellent IT skills: Microsoft Office, Excel, Powerpoint, Word, and Outlook.	E
	Experience of using bibliographic (such as Endnote or Zotero or other) and qualitative data analysis software (such as Nvivo or other), and experience of maintaining and updating webpages	D
Communication	Excellent interpersonal and communication skills, both written and oral, with the ability to communicate with internal colleagues, industry and government stakeholders and other external bodies	E
	Commitment to regular and effective communication with the Principal Investigator and research participants and contacts	E



<b>Initiative and Problem Solving</b>	Ability to work on own initiative	E
	Ability to contribute creative solutions to research challenges	D
	Ability and willingness to work as part of a team under the guidance of the Principal Investigator	E
<b>Planning and Organisation</b>	Ability to take responsibility for, and work independently on, specific project tasks	E
	Ability to manage time, work to deadlines and prioritise multiple tasks whilst maintaining attention to detail	E
	Ability to maintain a high standard of record keeping, both electronically and on paper	E
<b>Service Delivery</b>	Ability to write reports and manage administrative work in an efficient and timely manner	E
	A commitment to delivering research to a high standard and in a timely manner	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.**