



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: IGC Contracts Assistant

Department/Division: International Growth Centre
Accountable to: IGC Contracts Manager

Competency	Criteria	E/D
Knowledge and Experience	Experience of working in an administrative role	E
	A good general standard of education, preferably to degree level (or equivalent)	E
	Excellent IT skills – Microsoft Office, including Word, Excel and Outlook	E
	Experience in accurate maintenance of and tracking changes to high volume, detailed data storage systems	E
	Experience in the use of Financial Information Management Systems	D
	Experience in handling sensitive and confidential information	D
	Experience of working in an administrative role in a university or other research environment	D
	Demonstrated ability to learn or use CRM platforms such as Salesforce	D
Communication	Excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey procedural/financial information in a clear and accurate manner in person, by telephone/email	E
	A high level of organisational skill and attention to detail	E
	Experience in presenting data analysis in a clear and concise manner to a variety of audiences	D



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Teamwork and Motivation	Demonstrated ability to work as part of a team	E
	Ability to work independently with some supervision and to use own initiative	E
Liaison and Networking	Ability to work and build effective relationships with a range of teams across a large and complex organisation	E
Planning and Organising Resources	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Demonstrated ability to attend to detail while producing timely work within deadlines	E
	Ability to prioritise work given by a number of colleagues	D
Initiative and Problem Solving	Demonstrated ability to show initiative in responding to requests by providing information with limited supervision in a prompt and efficient 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.