



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: Communications and Events Officer

Department: Sociology
Accountable to: Department Research Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Demonstrable administrative experience	E
	Experience of working in a higher education environment	D
	Experience of managing events	E
	Excellent IT skills, in particular using MS Office packages	E
	Experience developing/building websites	E
	Experience of using non-standard software for specific purposes or a demonstrable ability to learn the use of new software easily	D
Communication	Excellent communication skills with the ability to write and copy-edit for a range of purposes, styles and audiences, such as: <ul style="list-style-type: none"> • writing for a website and promotional materials • explaining complex ideas clearly and succinctly • writing newsletters or marketing materials 	E
	Ability to edit the work of others effectively	E
	Strong verbal communication skills to explain ideas and concepts clearly and easily to groups	E
	Proven track record of using social media effectively in a professional context	E
Liaison and Networking	Proven ability to build networks of colleagues and to maintain relationships and good communications within and outside the department	E
Initiative and Problem Solving	Ability to exercise initiative in selecting a course of action to solve day to day problems and to know when to refer a problem to others	E
	Demonstrable calmness when dealing with issues and problems affecting services, and to develop and implement solutions with others	E



	Evidence of taking ownership of initiatives with a solution focussed attitude and approach taken to all work and projects, to overcome barriers and offer solutions rather than focus on problems	E
Planning and Organising Resources	Ability to work with minimal supervision and to make autonomous decisions regarding own workload, including effectively dealing with peaks and troughs in the work cycle	E
	Ability to plan own workload to meet multiple deadlines	E
	Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time	E
Service Delivery	High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate work records	E
	Experience of reviewing processes and procedures in order to improve outcomes, reduce costs or improve efficiency	D
	Ability to act as secretary to and accurately minute committee meetings	D
Teamwork and Motivation	Evidence of having actively contributed to a team and its objectives	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.