



## 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 KEI Manager

**Department:** Law

**Accountable to:** Department Manager (Strategy and Resources)

Competency	Criteria	E/D
Knowledge and Experience	Experience of managing research projects (or similar major projects)	E
	Experience of collecting, analysing and presenting quantitative and qualitative data	E
	Excellent IT skills including Microsoft Office and Outlook	E
	Experience of line management	E
	Educated to degree level	D
	Experience of working in a similar role within higher education	D
	Knowledge of the requirements of the Research Excellence Framework, including the Knowledge Exchange and Impact agenda	D
	Knowledge of grants applications procedures and funding bodies	D
Communication	Excellent communication skills, including: <ul style="list-style-type: none"><li>the proven ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts</li><li>the ability to draft options papers for consideration by colleagues, and to input into School-level reviews.</li></ul>	E
	Confidence in relating to a variety of people	E
	Experience of servicing committee meetings	E
Liaison and Networking	Relationship building and networking skills, in order to influence developments affecting the Department.	E



	Ability to act as interface between the Department and the wide range of academic and administrative staff across the School.	E
	The proven ability to participate in networks both internally and externally.	E
<b>Service Delivery</b>	Experience of providing a high level of service, and establishing and maintaining good working relationships with a range of colleagues.	E
	A high level of numeracy, accuracy and attention to detail.	E
	Experience of seeking and evaluating feedback from external 'customers' and using this as a basis for improvement.	E
<b>Decision Making</b>	Experience of working on own initiative and taking independent decisions.	E
	Proven ability to advise others on their decisions and present a balanced analysis of the options available.	E
<b>Planning and Organising Resources</b>	Proven ability to plan, prioritise and manage a demanding and varied workload.	E
	Project management skills, including the proven ability to: <ul style="list-style-type: none"> <li>• plan time and resources for work of a cyclical nature,</li> <li>• anticipate and meet deadlines,</li> <li>• monitor and evaluate progress, and make adjustments as necessary.</li> </ul>	E
<b>Initiative and Problem Solving</b>	Experience of resolving problems when an immediate solution is not apparent.	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision.	E
<b>Teamwork and Motivation</b>	The proven ability to manage a small administrative staff team.	E
	Experience of setting objectives, conducting reviews, and regular one-to-ones, and dealing promptly with any performance-related issues.	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.