



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: Institute Administrator (Finance and HR)

Department/Division: Grantham Research Institute

Accountable to: Institute Manager

Competency (HERA)	Evidence	E/D
Knowledge and Experience	Considerable experience as an administrator	E
	Experience of financial administration and record keeping	E
	Ability to organise events and conferences	E
	Excellent IT skills, including MS Word, Excel, Outlook and ability to maintain databases	E
Planning and Organising Resources	Highly-organised and ability to plan, prioritise, multi-task and work to deadlines	E
	Ability to keep work practices, systems and procedures under on-going review and update and amend as required	E
Communication	Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writing	E
	Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail	E
	Ability to read and assimilate detailed instructions and regulations and to be able to convey these to colleagues, both in writing and verbally	E
Initiative and Problem Solving	Demonstrate the ability to make decisions and use initiative and to manage tasks with a minimum of supervision	E
Service Delivery	Evidence of ability to provide a high standard of service to internal and external requests for advice or information	E

E – Essential: Requirements without which the job could not be done.