



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: Policy Officer in Racial Inequalities

Department/Division: International Inequalities Institute

Accountable to: Executive Director, Atlantic Fellows for Social and Economic Equity (AFSEE)

| Competency | Criteria | E/D |
|-----------------------------------|--|-----|
| Knowledge & experience | Experience in user-focused and policy-orientated analysis and engagement in racial inequalities. | E |
| | Ability to write up research-based policy-relevant outputs, which may or may not be published in academic outlets. | E |
| | Proven methodological skills which demonstrate the capacity to conduct original and rigorous policy-relevant research on some aspect of racial inequalities. | E |
| | Ability to conduct research on a comparative and international basis. | D |
| | Ability to conduct mixed method research, such as qualitative interviews and documentary research. | D |
| | Experience of teaching relevant to racial justice issues. | D |
| Communication | Excellent written and verbal communication skills. | E |
| | Ability to present research findings to a variety of academic and non-academic audiences. | E |
| | Ability to achieve excellence in engagement and impact. | E |
| Teamwork and Motivation | Ability to work as part of a collaborative research team. | E |
| | Commitment to collaborative working with the Atlantic Fellows programme. | E |
| | Ability to take responsibility for and work independently on specific project tasks as agreed with the Executive Director. | E |



| | | |
|---|---|---|
| | A flexible and creative attitude to work. | D |
| Liaison and Networking | Experience of participation in academic/ policy events, conferences. | E |
| | Ability to initiate and sustain links with external bodies to foster collaboration. | D |
| | Demonstrable ability to build and maintain research networks. | D |
| Planning and Organising | Good time management skills, setting priorities and meeting deadlines. | E |
| | Ability to design and conduct fieldwork and/or analysis of data. | E |
| | Ability to organise conferences, seminars and workshops. | D |
| Investigation, Analysis and Research | Demonstrable ability to collate and analyse data from a range of sources. | E |
| | Ability to analyse and research complex ideas, concepts or theories. | 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.