



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 Officer

Department/Division: Centre for Women, Peace and Security
Accountable to: Principal

Competency	Criteria	E/D
Knowledge and Experience	A completed PhD or close to completion or outstanding 'equivalent experience' in global women, peace and security agenda within the framework of international law or international human rights of women.	E
	Demonstrable experience of undertaking research on the global women, peace and security agenda and of producing high quality written material for a variety of audiences including policy-makers.	E
	Experience of leading or assisting in the management of a research project.	E
	Experience in designing, developing, implementing and monitoring digital communication and dissemination strategies.	E
	Experience in producing and managing content for websites, including legal analyses, editing images and audio files.	E
	Excellent IT skills, including demonstrable knowledge of Microsoft Office, and Adobe programmes for financial, project management and communication purposes.	E
	Experience of using social media platforms in a professional context.	E
	Experience of organising events remotely, at an overseas location.	D
Communication	Excellent written and verbal communication skills and command of English.	E



	<p>Experience of producing materials for different audiences and in different formats, including online.</p> <p>Demonstrable experience of copy-editing, including legal commentaries.</p> <p>Ability to proof-read and format documents to high standard within style and brand guidelines.</p> <p>Ability to handle confidential and sensitive information.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Planning and Organising Resources	<p>Experience of designing and establishing systems and procedures to ensure the effective and timely delivery of outputs including materials for publication and events.</p> <p>Ability to manage a diverse workload, working to tight and often competing deadlines.</p> <p>Experience of managing budgets and financial processing.</p> <p>Ability to keep work practices, systems and procedures under on-going review and update and amend as required.</p> <p>Experience of organising events.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Ability to think creatively and propose new strategies and ideas to advance the objectives of a project.</p> <p>Ability to exercise initiative in selecting a course of action to solve day to day problems as they arise and to recognise when a problem should be referred to others.</p> <p>Self-motivation and the proven ability to be pro-active and manage tasks with a minimum of supervision.</p>	<p>E</p> <p>E</p> <p>E</p>
Teamwork	<p>Experience of participating in and contributing actively to a team including decision-making.</p> <p>Experience of managing, training, providing guidance to and overseeing staff.</p> <p>Ability to effectively network and consolidate constructive relations with professionals in the academic, policy, governmental, and NGO sectors.</p>	<p>E</p> <p>E</p> <p>D</p>



Service Delivery	Ability to provide a high standard of service in a timely manner in response to internal and external requests.	E
	Ability to spot errors, inconsistencies and ambiguities in all aspects of work.	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.