



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: Assistant to the Research Director

Institute: Marshall Institute for Philanthropy and Social Entrepreneurship
Accountable to: Professor Nava Ashraf

Criteria	E/D
Knowledge and experience <ul style="list-style-type: none"> • Experience coordinating a diary and/or scheduling meetings • Experience managing international travel • Experience planning and running events • Experience working in a research environment or higher education sector 	E E E D
Planning and organising resources <ul style="list-style-type: none"> • Highly organised with the ability to plan across a wide range of projects, prioritising, multi-tasking and working to deadlines • A high degree of flexibility and ability to respond to evolving priorities • Ability and initiative to introduce and continually improve systems and processes to ensure optimum utilisation of time and resources, driven by the desire to increase efficiency and effectiveness in one's own and the team's work • Evidence of giving high attention to detail and efficient production of accurate work • Experience tracking expenditure and processing expenses 	E E E E D
Initiative and problem-solving <ul style="list-style-type: none"> • A can-do, self-starting attitude • Strong ability to influence and motivate others in order to achieve objectives • Excellent ability to anticipate problems, to always be two steps ahead and prepare solutions in advance 	E E E



<ul style="list-style-type: none"> Excellent ability to promptly solve day-to-day problems and administrative issues as they occur 	E
Communication <ul style="list-style-type: none"> 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 Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail Ability to deal tactfully and effectively with staff at all levels, students and external contacts, demonstrating discretion where appropriate Ability to form links and networks with internal and external colleagues Experience updating websites 	E E E E D
Teamwork <ul style="list-style-type: none"> Ability to contribute actively to a team to meet objectives Willingness to occasionally work outside normal office hours and outside one's main area of responsibility 	E 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