



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 Funding Manager

Department/Division: Grantham Research Institute

Accountable to: Institute Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to postgraduate level, or with a first degree and equivalent experience;	E
	Experience of supporting and drafting collaborative research funding applications within a Higher Education environment or equivalent;	E
	Current knowledge of research grants and funding opportunities;	E
	Proven experience of effective delivery of projects and proposals within an academic institution or a similar environment;	E
	Proven administrative experience;	E
	Strong IT skills, including: the ability to develop and maintain databases, to use MS Word, Excel, Outlook and electronic grants systems such as Je-S;	E
	Excellent standards of numeracy;	E
	Experience of and ability to create an accurate budget for a grant application;	E
Communication	In depth knowledge of climate change and environmental issues;	D
	Excellent written and oral communication skills in English including a high level of accuracy and a proven ability to write reports and grant applications to a high standard;	E
	Ability to assimilate complex information and convey to colleagues in a clear and accurate manner both orally and in writing;	E
	Excellent drafting and editing skills and the ability to pay attention to detail;	E



	Ability to take accurate minutes and produce relevant documents, including draft agendas, for a variety of research related meetings;	E
	Strong inter-personal and presentation skills, and the ability to influence people at all levels throughout the organisation and externally.	E
Planning and Organising Resources	Ability to perform effectively under pressure with good personal organisational and time management skills;	E
	Proven organisational skills and the 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
	Evidence that they are a skilled project manager with an aptitude to understand, communicate and comply with a range of regulations.	E
Initiative and Problem Solving	Demonstrate the ability to make decisions and use initiative and to manage tasks with a minimum of supervision;	E
	Flexible approach to supporting colleagues with a wide range of tasks.	E
Service Delivery	Evidence of ability to provide a high standard of service to internal and external stakeholders.	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.