



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: Hellenic Observatory Manager

Department/Division: Hellenic Observatory, European Institute
Accountable to: Hellenic Observatory Director

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level, or equivalent experience	E
	Experience in events organisation/management	E
	Previous administrative experience	E
	Experience of editing and updating website content	D
	Experience of editing and proof-reading publications	E
	Good knowledge of Greek both written and spoken	E
	Experience in managing budgets and reporting	E
	Experience of line-managing or supervising staff	E
	Experience of working in higher education or a research environment	D
Communication	Experience of marketing/promotion	D
	Excellent verbal and written communication skills	E
	Ability to convey complex information in the most appropriate format	E
	Ability to liaise and communicate with a wide variety of people, at all levels of seniority	E
	Ability to work accurately and with attention to detail	E
Planning and Organising	Ability to handle confidential and sensitive information	E
	Ability to plan and prioritise own workload, often working on	E



Resources	multiple tasks simultaneously	
	Ability to work to tight and often conflicting deadlines	E
	Ability to keep calm under pressure	E
	Ability to improve existing systems and processes, and propose new systems where appropriate	E
	Ability to effectively organise resources across multiple activities	E
Initiative and Problem Solving	Ability to anticipate problems and propose solutions	E
	Ability to be self-reliant, recognising when to refer problems to others where necessary	E
	Ability to adapt to changing circumstances and shifting deadlines	E
	Experience of autonomous decision making	E
Teamwork and Motivation	Ability to be a proactive member of a team	E
	Ability to give clear instructions to an individual or group for a specific task	E
	Ability to work under own initiative	E
Liaison and Networking	Ability to represent the Hellenic Observatory and School professionally	E
	Ability to develop constructive relationships with internal and external contacts	E
	Ability to build and maintain effective working relationships	E
Investigation, Analysis and Research	Experience of gathering, collating and summarising information from a variety of sources	E
	Experience of making recommendations based on research findings	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.