



## 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 Grants Officer

**Department/Division:** Firoz Lalji Institute for Africa and CPAID  
**Accountable to:** Institute Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level (or equivalent)	E
	Previous relevant administrative experience, preferably within a Higher Education setting	E
	Excellent general IT skills, including MS Office & Outlook	E
	Excellent numerical skills	E
	Experience of using and working with databases to produce reports and budget profiles and forecasts	E
	Experience of organising meetings and events abroad	D
	Experience of managing project or grant budgets	E
	Experience of financial administration and decision-making, including monitoring and managing budgets, determining courses of action based on budgetary allowances and feasibility	D
	Experience of managing research grant reporting	D
	Experience of line management of junior staff	D
	Knowledge of the Higher Education sector	D
	An interest in research focused on the African continent	D
Communication	Excellent written and verbal communications skills, including the ability to translate complex budget and policy information into simple prose	E
	Ability to communicate effectively and professionally with audiences of all levels	E



	Excellent attention to detail	E
	Ability to provide and communicate information accurately and promptly to internal and external stakeholders	E
	Excellent interpersonal skills	E
<b>Teamwork and Motivation</b>	Collaborative mindset, effective team player who works well with others and fosters a sense of shared purpose.	E
	Experience of working within, and actively contributing to a team	E
	Flexible and willing to be involved in a variety of ad-hoc projects and tasks as required to support the institute.	E
<b>Liaison and Networking</b>	Strong interpersonal skills with the ability to communicate and build relationships with a variety of internal and external partners	E
	The ability to initiate, build and establish networks to maintain relationships over time and establish new communication channels	E
	Ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. research funders, research partners, academics)	D
<b>Initiative and Problem Solving</b>	Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when organising an event or meeting)	E
	Ability to work with minimum supervision and use own initiative	E
	Ability to recognise when a problem should be referred	E
	Ability to solve day to day operational issues as they arise	E
	Evidence of anticipating problems that may arise and showing initiative and creativity in solving them	E
	Ability to evaluate, from a number of options, the most appropriate course of action	E
<b>Decision Making</b>	Ability to identify and implement strategies to make best use of resources to achieve goals and objectives	E
	Ability to take day-to-day decisions within existing organisational procedures and guidelines	E
<b>Planning and Organising</b>	Experience of planning and organising own workloads and consistently meeting deadlines	E
	Experience in planning, setting-up and maintaining systems of administration	E



	Experience of supporting financial management	D
	Experience of attending to detail while producing timely work within deadlines	E
	Ability to maintain up-to-date, efficient and accurate electronic records	E
	Ability to plan events in the UK and internationally	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.**