



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: Events and Communications Officer

Department/Division: School of Public Policy **Accountable to:** Events and External Affairs Manager

Competency	Criteria	E/D
Knowledge and Experience	• Educated to degree level, or equivalent experience in events.	E
	• Experience in organising and managing public events and seminars and/or workshops.	E
	• Excellent IT skills – including Microsoft Office applications such as Word, Excel, PowerPoint and Outlook.	E
	• Experience of editing and updating website content or ability to learn new software packages.	E
	• Experience of working in an education or research environment.	D
	• An interest in public policy.	D
Communication	• Excellent verbal and written communication skills to interact 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 Resources	• Ability to work to tight deadlines and keep calm under pressure.	E
Initiative and Problem Solving	• Ability to work on own initiative to plan and prioritise own workload, recognising when to refer problems to others and adapting to quick-changing circumstances.	E
Initiative and Problem Solving	• Ability to anticipate problems and propose solutions.	E
Teamwork and Motivation	• Ability to work as part of a team.	E
Liaison and Networking	• Ability to represent the departments and LSE professionally.	E
	• Ability to develop constructive relationships with internal and external contacts.	E



Investigation, Analysis and Research	<ul style="list-style-type: none">• Experience of gathering, collating and summarising information from a variety of sources.	D
--------------------------------------	---	---

E – Essential: Requirements without which the job could not be done.
D – Desirable: Requirements that would enable the candidate to perform the job well.