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 Officer

Department/Division: Data Science Institute
Accountable to: Communications and Events Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	Demonstrable administrative experience.	E
	Experience of managing events.	E
	Excellent IT skills, in particular using MS Office packages and collaborative work platforms such as MS Teams.	E
	Experience of working in a Higher Education environment.	D
	Experience of taking event photography and editing photos for print and digital content.	D
	Experience of using databases to produce reports and statistics.	D
	Experience with copy-editing and contributing to the production of publications for internal and external audiences.	D
	Knowledge of specialist databases and virtual learning environment software e.g., Moodle.	D
Communication	Strong verbal and written communication skills to explain ideas and concepts clearly to a range of audiences.	E
	Excellent proof-reading skills and high attention to detail.	E
Liaison and Networking	Proven ability to build networks of colleagues and to maintain relationships and good communications within and outside the Institute.	E
	Ability to provide a consistently professional service to a range of stakeholders.	E

Initiative and Problem Solving	Ability to exercise initiative and good judgement in selecting a course of action to solve day-to-day problems and to know when to refer a problem to others.	E
	Demonstrable calmness when dealing with issues and problems affecting service.	E
	Evidence of taking ownership of initiatives with a solution-focussed attitude and approach taken to all work and projects.	E
	Ability to think creatively and utilise emerging trends and technologies.	E
Planning and Organising Resources	Ability to prioritise own workload to meet multiple deadlines, dealing with peaks and troughs in the work cycle.	E
	Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time.	E
	Experience in maintaining effective records and databases.	E
Service Delivery	High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate records.	E
	Commitment to providing a high-quality service in a fast-paced environment.	E
	An ability to follow Institute and School procedures effectively.	E
	Experience of reviewing processes and procedures in order to improve outcomes, reduce costs or improve efficiency.	D
Teamwork and Motivation	Evidence of having contributed positively to a team and its objectives.	E
	Ability to work independently without direct supervision.	E
	Willingness to be flexible and adaptable to the variable work needs of the Institute.	E
	Ability to earn trust and respect from a project's stakeholders.	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.