



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: CPEC Deputy Centre Manager

Department/Division: Care Policy and Evaluation Centre
Accountable to: CPEC Centre Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent professional development	E
	Proven experience of effective project management, ideally for research projects	E
	Experience of working in higher education in a research administration role	E
	Relevant professional qualification or membership of appropriate professional body	D
	Experience of budgeting, overseeing and recording financial expenditure	D
	Experience of contributing to the development of new research funding proposals	D
	Excellent working knowledge of Microsoft Office (including Outlook, Word, Access, Excel, PowerPoint)	E
Communication	Ability to interpret complex documents, procedures and regulations to provide sound guidance to others	E
	Excellent oral and written communication skills	E
	Experience of handling complex queries and of conveying clear and detailed information	E
	Ability to communicate in a calm, diplomatic, persuasive, tactful and courteous manner with a wide variety of people, at all levels	E
	Fluency in written and spoken English	E



Teamwork and Motivation	Evidence of being self-motivated, proactive and able to work independently with limited supervision	E
	Experience of planning and supervising the work of others	D
	Experience of participating in and making a positive contribution to a team	E
	Commitment to collaborative working and active engagement with the research culture in the Centre	E
Planning and Organising Resources	Experience of managing multiple projects simultaneously with competing deadlines	E
	Capacity to develop and deliver strategy and action plans that take forward agreed priorities	E
Service delivery	Demonstrable experience of devising administrative practice, policy and procedure	E
	Ability to provide a high standard of service and to provide information accurately and promptly to colleagues and external bodies	E
Liaison and Networking	Experience of building and developing networks within your institution and externally	E
	Experience in managing relationships with research funders	D
	Ability to represent the Centre to the wide range of academic, research and administrative staff and students across the LSE	D
Initiative and Problem Solving	Demonstrated ability to show initiative in responding to requests by providing information without supervision in a prompt and efficient manner	E
	Evidence of strategic thinking and problem-solving skills	E
	Ability to recognise when a problem should be referred	E
	Enthusiasm for developing and improving systems and processes	D
Analysis and Research	Experience of gathering, collating and analysing data and information from a range of sources	E
	Experience of making recommendations based on analysis of data	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.