



## 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: Communications and Events Assistant**  
**Ref no.:**

**Department: Centre for Economic Performance & Related Centres**  
**Accountable to: CEP Head of Public Affairs and Communications**

### Competency

<b>Knowledge and Experience</b>	Educated to Degree level or equivalent	E
	Excellent working knowledge of Microsoft Office and social media platforms	E
	Interest in topics covered by research at the Centre	D
<b>Communication</b>	Excellent written and oral communication skills and capable of writing for a range of different audiences	E
	Ability to promote research activities via social media	E
	Strong visual sense for website and document presentation	D
<b>Liaison and Networking</b>	Good interpersonal skills to enable the post holder to develop good working relationships with internal and external stakeholders	E
	Ability to facilitate networking and support	D
<b>Teamwork and Motivation</b>	Experience of participating in and making a positive contribution to a team	E
	Flexible and willing to be involved in a variety of ad-hoc projects as required	E
	Experience of working with colleagues at all levels, including senior members of staff	D



<b>Service delivery</b>	Experience in responding promptly and appropriately to enquiries	E
	Outstanding attention to detail and accuracy	E
	Proven ability to offer an efficient, friendly and professional service to external and internal audiences	D
	Proven ability to liaise with key personnel to obtain timely and relevant information	D
<b>Planning and organising resources</b>	Ability to work on own initiative, organising and prioritising own workload to changing and often tight deadlines	E
	Ability to work without supervision	E
	Experience in planning and arranging travel, meetings and/or events, according to institutional regulations and budgets	D
<b>Initiative and problem solving</b>	Ability to show initiative to deal with day-to-day issues	E
	Ability to be proactive in recognising problems and either deal with them independently or escalate as appropriate	D
<b>Decision-making</b>	Ability to contribute to collective decision-making	E
	Ability to recognise when a problem should be referred	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.**