



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: IGC Hub Research Programme Coordinator

Department/Division: International Growth Centre
Accountable to: Research Programme Manager

Competency	Criteria	E/D
Knowledge and experience	Experience of project management	E
	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	A good general standard of education, preferably to degree level (or equivalent)	E
	Web management experience or willingness to learn	D
	Experience of event organisation	D
	Experience of working in an administrative role in economic research or public policy environments	D
	Experience of participating in the delivery of events and/or conferences	D
	Undergraduate or higher degree in economics	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email	E
	Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently	D
Teamwork and motivation	Demonstrated ability to work as part of a	E



	<p>team</p> <p>Ability to work with limited supervision and use own initiative</p> <p>Ability to work with a range of teams across a large and complex organisation</p>	<p>E</p> <p>D</p>
Liaison and Networking	<p>Ability to participate in and make effective use of networks within the workplace and externally</p> <p>Ability to contribute to networking by identifying key people to foster working relationships with</p>	<p>E</p> <p>D</p>
Planning and organisation	<p>Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.</p> <p>Evidence of the ability to work independently and proactively as a dynamic self-starter, with minimum supervision.</p> <p>Evidence of attending to detail while producing timely work within deadlines.</p> <p>Demonstrated ability to prioritise work given by a number of colleagues.</p> <p>Experience of implementing and monitoring processes</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.