



## 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:** Research Officer

**Department/Division:** Hellenic Observatory, European Institute  
**Accountable to:** Hellenic Observatory Director

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	A completed PhD in one of the following areas: public policy; political science; economics; international relations. The thesis must have been defended successfully, or corrections been approved by <b>January 2022</b> (i.e. the applicant should have had their viva and in cases where the PhD has not yet been awarded a letter from the applicant's supervisor should be provided indicating current status).	E
	Demonstrable comprehensive and substantial knowledge of contemporary Greece	E
	Experience in contributing to the formulation of research grant proposals	E
	Evidence of publication and/or project delivery through independent original research	E
	Ability to create a high quality research proposal with realisable goals, in at least one of the following areas: economics; international relations; political science; social/public policy.	E
	Good knowledge of Modern Greek.	E
	Excellent and proficient IT skills, including ability to manage large databases	E
	Demonstrate creative approaches to research challenges	D
<b>Communication</b>	Excellent communication skills, with a good command of the English language both orally and in writing	E



<b>Teamwork and motivation</b>	Ability to take responsibility for and work independently on specific project tasks, consulting and reporting to colleagues appropriately	E
	A flexible and creative attitude to work, including a willingness to undertake travel	E
	Demonstrable ability to work as part of a team	E
<b>Liaison and Networking</b>	Evidence of experience of participation in academic/ policy events, conferences on Greece	E
	Evidence of experience in initiating and sustaining links with external bodies to foster collaboration	D
	Demonstrated ability to build and maintain a networks of contacts	D
<b>Planning and organisation</b>	Evidence of time management skills, setting priorities and meeting deadlines	E
	Ability to design and conduct fieldwork	E
	Ability to organise conferences, seminars and workshops	E
<b>Investigation, analysis and research</b>	Ability to develop a coherent programme of research	E
	Demonstrative ability to collate and analyse data from a range of sources	E
	Ability to analyse and research complex ideas, concepts or theories	E
	Experience of establishing context for research projects and establishing models	E
	Skills in qualitative analysis	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.**