



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: Institute Manager

Institute: Grantham Research Institute

Accountable to: Institute Director

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Educated to degree level or equivalent professional experience 	E
	<ul style="list-style-type: none"> Considerable experience of working at a relevant level in an administrative/business management capacity, ideally in a university environment 	E
	<ul style="list-style-type: none"> Experience of working with research funding (or similar), including understanding application and award requirements and compliance 	E
	<ul style="list-style-type: none"> Proven line management experience and experience of influencing and collaborating constructively with colleagues at all levels 	E
	<ul style="list-style-type: none"> Experience in the management of budgets and financial planning, including income maximisation 	E
	<ul style="list-style-type: none"> Excellent IT skills, including MS Word, Excel, Outlook and ability to maintain databases 	E
	<ul style="list-style-type: none"> Experience of running a comparable Research Centre 	D
Planning and Organising Resources	<ul style="list-style-type: none"> Excellent organisational skills, including the ability to systematically prioritise multiple tasks and manage workloads 	E
	<ul style="list-style-type: none"> A willingness to work both flexibly and to tight deadlines 	E
	<ul style="list-style-type: none"> Ability to organise projects of different complexity from public events to office moves 	E
Communication	<ul style="list-style-type: none"> Excellent interpersonal skills with a high degree of tact and diplomacy 	E
	<ul style="list-style-type: none"> Good command of both written and spoken English 	E
	<ul style="list-style-type: none"> Confident, clear and persuasive oral presentation skills and ability to communicate fluently in personal and 	E



	<p>public settings, including to senior decision makers (e.g. Advisory Boards)</p> <ul style="list-style-type: none"> • Ability to write and edit all correspondence, including reports, recruitment paperwork, funding applications, minutes and handbooks • Ability to design transparent, easy-to-use, compliant, administrative processes and structures that support teams in project delivery • Ability to communicate to others complex regulations concerning research contracts, data regulations, HR law and school regulations 	<p>E</p> <p>E</p> <p>E</p>
Teamwork and motivation	<ul style="list-style-type: none"> • Experience in providing strategic direction, setting goals and overseeing the work of staff • Experience and evidence of success in managing and motivating different groups of staff to achieve the objectives of the Institute • Ability and willingness to take responsibility for the well-being in the workplace of all GRI staff and students 	<p>E</p> <p>E</p> <p>E</p>
Liaison and networking	<ul style="list-style-type: none"> • Proven ability to maintain good communication and workflow between the Institute, the School's Administration and relevant departments 	<p>E</p>
Initiative and Problem Solving	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to work independently and use initiative • Ability to work and think both creatively and strategically 	<p>E</p> <p>E</p> <p>E</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.