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: LACC-Canning House Research Officer

Department/Division: Latin America and Caribbean Centre   **Accountable to:** Centre Director

Competency	Criteria	E/D
Knowledge and experience	A complete PhD in Business Studies, Economics, Finance, Geography, International History, International Relations, Management, or another related social science relevant to the successful conduct of the research project.	E
	Proven methodological skills (quantitative or qualitative) which demonstrate the capacity to conduct original and rigorous research	E
	Familiarity with research about the United Kingdom's relationship with Latin America and the Caribbean.	E
	Ability to conduct research on a comparative and international basis.	D
	Evidence of the capacity to prepare publications of high academic standard	E
Planning and organising resources	Evidence of results-driven approach to work plus ability to plan and manage their own time and to meet tight deadlines.	E
	Ability to proactively assess, develop and improve existing processes.	E
	Evidence of focus, drive and self-motivation in order to deliver required project outcomes	E
Communication	Excellent written and verbal communication skills.	E

	Ability to present research findings to a variety of academic and non-academic audiences	E
	Fluency in Spanish and/or Brazilian Portuguese would be highly desirable.	D
Initiative and problem solving	Experience of solving everyday problems and thinking creatively.	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision.	E
	Experience of online customer engagement	D
Service Delivery	A high level of accuracy and attention to detail.	E
	A willingness to carry out routine tasks	E
Teamwork and Motivation	Ability to build cooperation and team spirit, and to demonstrate a proactive approach to assisting colleagues.	E
	A willingness to be flexible and adaptable at work.	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.