



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: Behavioural Lab Manager

Department/Division: Department of Management **Accountable to:** Head of Research Operations

Competency	Criteria	E/D
Knowledge and experience	Educated to PhD or MSc degree level in Behavioural Science, Psychology, Economics, or similar degree with equivalent experience with lab-based research	E
	Excellent IT skills – Microsoft Office, PowerPoint, Word, Excel, Outlook, CMS, social media	E
	Experienced in conducting qualitative and quantitative research projects and behavioural experiments	E
	Experience of day to day group management, office administration, including email, databases, record keeping and photocopying, maintaining websites, diary management	E
	Experience of identifying external grant opportunities	E
	Understanding of general IT Support	E
	Experience of research grant writing, articles and reports writing, and minute taking.	E
	Experience in Biometric research (e.g. eye tracking, virtual reality, GSR, facial expression analysis)	E
	Experience of the recruitment process of hiring Research Assistants for experiments	D



	<p>Technical / IT expertise with experimental software (e.g., Inquisit, z-Tree, oTree), with setting up online experiments and surveys (e.g., Qualtrics), and with statistical analysis of experimental and behavioural data (e.g. Stata, R, Python).</p> <p>Knowledge of Research Ethics and Research Data processes</p>	E
	<p>Experience of leading projects, grant writing, managing research projects, applications, and funding</p>	E
	<p>Experience of managing a research lab or centre, and its budgets.</p>	E
	<p>Experience of planning medium to large scale tasks, projects or events and income-generation projects (incl.overheads).</p>	D
	<p>Experience using large databases</p>	E
	<p>Experience using online learning resources</p>	D
Communication	<p>Excellent verbal and written skills and the ability to communicate effectively and confidently at all levels</p>	E
	<p>Ability to understand and convey information in a clear and accurate manner both in person and by telephone</p>	E
Planning and organising resources	<p>Evidence of planning and organising own workload, considering all relevant factors</p>	E
	<p>Ability to work to deadlines and to prioritise multiple tasks whilst maintaining attention to detail</p>	E
	<p>Experience of forecasting and monitoring funds and managing resources accordingly</p>	E
	<p>Ability to make decisions in a fast changing environment</p>	E
	<p>Ability to effectively determine when it is appropriate to change workload priorities</p>	E



	Evidence of preparing material for scientific publication	E
Teamwork and motivation	Evidence of a proactive, entrepreneurial and positive attitude	E
	Ability to participate in, and actively contribute to, a team and to manage up	E
	Ability to work with limited supervision and use own initiative	E
	Experience of recruiting and managing staff for research experiments	E
	Ability to supervise and delegate work	E
Service Delivery	Ability to provide a high standard of service and to provide information accurately and promptly to internal and external customers	E
	Ability to respond to queries in a prompt and professional manner	E
Liaising and Networking	Experience of building and developing networks with internal and external contacts	E
	Ability to create and maintain external networks with other research labs or centres for sharing best practice and benchmarking purposes and forging alliances and collaborative projects.	E
Initiative and problem solving	Ability to recognise when a problem should be referred or escalated	E
	Ability to evaluate, from a number of options, the most appropriate course of action.	E

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



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