



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 Research Coordinator (Shared Parental Leave Cover) Fixed term contract

Department/Division: International Growth Centre
Accountable to: Head of Research Programme

Competency	Criteria	E/D
Knowledge and experience	Experience of project management	E
	Experience with monitoring, evaluation, and learning (MEL) of projects	E
	Experience with basic data analysis and production of graphs and tables	E
	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	Good AV skills, and experience with online event organisation, preferably with Zoom	E
	A good general standard of education, preferably to degree level (or equivalent)	E
	Web management experience or willingness to learn	D
	Experience working in an administrative role in economic research or public policy environments	D
Communication	Undergraduate or higher degree in economics	D
	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 team	E
	Ability to work with limited supervision and use own initiative	E
	Ability to work with a range of teams across a large and complex organisation	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to contribute to networking by identifying key people to foster working relationships with	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently and proactively as a dynamic self-starter, with minimum supervision.	E
	Evidence of attending to detail while producing timely work within deadlines.	E
	Demonstrated ability to prioritise work given by a number of colleagues.	D
	Experience of implementing and monitoring processes	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.