



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 Administrator

Department/Division: Grantham Research Institute **Accountable to the:** Institute Operations Manager

Competency	Criteria	E/D
Knowledge and Experience	Excellent IT skills, including MS Word, Excel, Outlook and ability to maintain databases	E
	Experience of working in an administrative capacity	E
	Experience of financial administration or record keeping	E
	Experience of and ability to organise events and conferences	E
	Experience of working in a University or similar research environment	D
Planning and Organising Resources	Highly-organised and ability to plan, prioritise, multi-task and work to deadlines	E
	Ability to keep work practices, systems and procedures under on-going review and update and amend as required	E
	A proactive approach to tasks	E
Communication	Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writing	E
	Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail	E
Initiative and Problem Solving	Demonstrable ability to make decisions and use initiative, with ability to manage tasks with a minimum of supervision	E
	Experience of solving everyday problems and thinking creatively, including recognising when a problem should be referred to others	E
Service Delivery	Evidence of ability to provide a high standard of service to internal and external requests for advice or information	E
	Experience of participating in and making a positive contribution to a team	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.