



## 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:** Policy Fellow (Executive Education)

**Department/Division:** LSE Cities

**Accountable to:** Academic Director for Mayors

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Master's degree or equivalent experience in the field of government innovation at national, regional or local level.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in designing training programmes at a professional, graduate or executive education level</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in producing outputs such as case studies, policy briefs, working papers, presentations or blogs.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in conducting engagement activities, including building networks, presenting at seminars and workshops.</li> </ul>	D
<b>Teamwork and Motivation</b>	<ul style="list-style-type: none"> <li>Evidence of motivation and ability to work independently and take the lead on initiatives without constant supervision.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to collaborate effectively and function well in a team with other members of the Centre's administrative and academic staff.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to organise tasks and priorities and proactively facilitate input from key decision makers where appropriate.</li> </ul>	E



<b>Communication</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with internal and external stakeholders at all levels, including high profile individuals - both verbally and in writing - in a professional and diplomatic manner.</li></ul>	E
	<ul style="list-style-type: none"><li>• Ability to remain professional and personable in communications even under time pressure.</li></ul>	E
	<ul style="list-style-type: none"><li>• Ability to convey and present information in a meaningful and appropriate manner to a wide range of audiences.</li></ul>	E
<b>Language Proficiency</b>	<ul style="list-style-type: none"><li>• High standard of written and spoken English</li></ul>	E
	<ul style="list-style-type: none"><li>• Knowledge of other European languages</li></ul>	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.**