



## 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:** Research Grants Officer

**Department/Division:** Firoz Lalji Institute for Africa  
**Accountable to:** Institute Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Educated to degree level (or equivalent)	E
	Previous relevant administrative experience, preferably within a Higher Education setting	E
	Excellent general IT skills, including MS Office & Outlook	E
	Excellent numerical skills	E
	Experience of using and working with databases to produce reports and budget profiles and forecasts	E
	Experience of organising meetings and events abroad	D
	Experience of managing project or grant budgets	E
	Experience of financial administration and decision-making, including monitoring and managing budgets, determining courses of action based on budgetary allowances and feasibility	D
	Experience of managing research grant reporting	D
	Experience of line management of junior staff	D
	Knowledge of the Higher Education sector	D
	Knowledge of the research funding landscape in the UK	D
	An interest in research focused on the African continent	D
<b>Communication</b>	Excellent written and verbal communications skills, including the ability to translate complex budget and policy information into simple prose	E



	<p>Ability to communicate effectively and professionally with audiences of all levels</p> <p>Excellent attention to detail</p> <p>Ability to provide and communicate information accurately and promptly to internal and external stakeholders</p> <p>Excellent interpersonal skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Teamwork and Motivation</b>	<p>Collaborative mindset, effective team player who works well with others and fosters a sense of shared purpose.</p> <p>Experience of working within, and actively contributing to a team</p> <p>Flexible and willing to be involved in a variety of ad-hoc projects and tasks as required to support the institute.</p>	<p>E</p> <p>E</p> <p>E</p>
<b>Liaison and Networking</b>	<p>Strong interpersonal skills with the ability to communicate and build relationships with a variety of internal and external partners</p> <p>The ability to initiate, build and establish networks to maintain relationships over time and establish new communication channels</p> <p>Ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. research funders, research partners, academics)</p>	<p>E</p> <p>E</p> <p>D</p>
<b>Initiative and Problem Solving</b>	<p>Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when organising an event or meeting)</p> <p>Ability to work with minimum supervision and use own initiative</p> <p>Ability to recognise when a problem should be referred</p> <p>Ability to solve day to day operational issues as they arise</p> <p>Evidence of anticipating problems that may arise and showing initiative and creativity in solving them</p> <p>Ability to evaluate, from a number of options, the most appropriate course of action</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Decision Making</b>	<p>Ability to identify and implement strategies to make best use of resources to achieve goals and objectives</p> <p>Ability to take day-to-day decisions within existing organisational procedures and guidelines</p>	<p>E</p> <p>E</p>



<b>Planning and Organising</b>	Experience of planning and organising own workloads and consistently meeting deadlines	E
	Experience in planning, setting-up and maintaining systems of administration	E
	Experience of supporting financial management	D
	Experience of attending to detail while producing timely work within deadlines	E
	Ability to maintain up-to-date, efficient and accurate electronic records	E
	Ability to plan events in the UK and internationally	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.**