



**PERSON SPECIFICATION**  
**Knowledge Transfer Partnership Coordinator/Business Development Officer (maternity cover)**  
**Vacancy Ref: N417**

Criteria	Essential/ Desirable	* Application Form / Supporting Statements/ Interview
Degree or equivalent experience	Essential	Application form
Numerate, with demonstrable experience in financial administration or project accounting	Essential	Supporting statements
Experience of having provided administrative support to multiple projects.	Essential	Supporting statements, Interview
Excellent spreadsheet skills, including use of Excel at advanced level and competence with Word and PowerPoint.	Essential	Supporting statements
Experience of Committee servicing and minute taking	Essential	Application form ,Interview
Highly organised with an ability to prioritise workload, work accurately and to tight deadlines while maintaining a good team work ethic as well as ability to work on own initiative	Essential	Interview, Supporting Statements
Good oral and written communication skills	Essential	Application form, Interview
Influencing skills with the ability to win the confidence of both University and private sector representatives	Essential	Supporting statements, Interview
Empathy with academic culture and motivations of staff and students	Essential	Supporting statements, Interview
A full valid UK driving license and access to transport as travel to partner locations is essential.	Essential	Interview
Experience of financial administration of research projects in a Higher Education or Research Institute	Desirable	Application form
Experience of developing policies and procedures for financial or administrative processes	Desirable	Interview
Detailed understanding of Knowledge Transfer Partnerships especially the administrative requirements	Desirable	Interview
Experience of large accounting software (e.g. Aggresso)	Desirable	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally

used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.