

**Person Specification**

**Resource and Project Coordinator (NIHR Decision Support in Gynae Radiotherapy)**

**Grade 5**

**Ref: 0572-24**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **Application Form/ Supporting Statements/ Interview**  |
| Experience of providing administrative support in a university or research environment | Essential | Supporting Statements/Interview |
| Excellent verbal and written communication and interpersonal skills including ability to develop effective relationships with external colleagues including members of the public  | Essential | Supporting Statements/Interview |
| Good organisational skills and attention to detail, ability to manage time and workload and prioritise with minimal supervision | Essential | Supporting Statements/Interview |
| Experience of servicing meetings, taking action notes, and producing and circulating them in an appropriate format | Essential | Supporting Statements/Interview |
| Experience of using a range of Microsoft Office packages including competency in Microsoft Word, Excel and Outlook as well as ability to use spreadsheets with formulas | Essential | Supporting Statements/Interview |
| Experience of supporting public engagement activities within a health research environment | Desirable | Supporting Statements/Interview  |
| Experience of organising events; drawing up event budgets, co-ordinating registration, organising venues, managing preparation of event materials | Desirable | Interview |
| Experience of social media marketing e.g. through websites  | Desirable  | Supporting statements/Interview |

1. **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
2. **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.
3. **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.