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**PERSON SPECIFICATION**

**Team Leader -Research Post-award, Research Services**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview** |
| Proven experience of working in a research or project support team environment supporting a diverse range of externally funded projects including UKRI, EU, and Charities | Essential | Application Form/ Supporting Statements /Interview |
| Proven experience in a financial work environment, using financial computer systems, database and spreadsheet processes to investigate, analyse and reconcile accounts and produce financial reports with a demonstrated ability to work to a high level of accuracy and attention to detail | Essential | Application Form/ Supporting Statements /Interview |
| Experience of financial audits, working with auditors and monitoring compliance with both internal and external policies and procedures | Essential | Application Form/ Supporting Statements /Interview |
| Demonstrated aptitude as a self-motivated, initiative taking individual with the ability to plan both your own workload and that of the team. | Essential | Application Form/  Supporting Statements /Interview |
| Demonstrated ability to lead and motivate a team and to build successful working relationships | Essential | Application Form/  Supporting Statements /Interview |
| Proven ability to deliver to competing deadlines when working in a pressured environment whilst maintaining a flexible approach and a professional attitude | Essential | Application Form/ Supporting Statements /Interview |
| Proven track record of working in a customer-focused environment and an ability to inspire and instil consistently high quality customer service values into the team | Essential | Application Form/Supporting Statement/ Interview |
| Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people and organisations | Essential | Application Form/ Supporting Statements /Interview |
| Excellent numerical skills with a Maths GCSE pass C or above (or equivalent qualification) | Essential | Application Form |
| Experience of using AGRESSO finance system | Desirable | Application Form /Interview |
| Experience of managing a team and undertaking staff performance reviews | Desirable | Application Form/Supporting Statements/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.