

PERSON SPECIFICATION
Research Centre Co-ordinator
Vacancy Ref:

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy and word processing skills (GCSE Maths and English Grade C or above or equivalent)	Essential	Application Form/Interview
Experience of administrative processes in a relevant environment	Essential	Supporting Statement
Effective personal and time management skills with the ability to manage conflicting priorities and meet tight deadlines	Essential	Supporting Statement/ Interview
Ability to deal with information sensitively and confidentially	Essential	Supporting Statements/ Interview
Effective customer focused skills with a professional and approachable attitude to work	Essential	Supporting Statements/ Interview
Ability to work as part of a team	Essential	Interview
Ability to work under own initiative	Essential	Supporting Statements/ Interview
Ability to present information in an accurate and appropriate format	Essential	Application form/Interview
Calm, friendly and approachable manner with the ability to build and maintain effective relationships at all levels	Desirable	Interview

- **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, e.g. 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