**Person Specification – Innovation and Engagement Facilitator**

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you are a suitable fit for this position. Further advice and guidance can be found here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Educated to Masters level or higher, or equivalent relevant experience** | Essential | Application Form and uploaded CV and covering letter |
| **Proven experience planning and facilitating creative and collaborative innovation sessions with academic, industry, and civic partners:** *Provide clear examples of where you have delivered creative and collaborative innovation sessions with stakeholders to get results.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview  |
| **Background and/or strong interest in innovation and translating research into products or services, with knowledge of regional and national priorities, trends, and challenges in cyber innovation, development and adoption:** *Provide your rationale for applying for this role, explaining your interest in innovation and research translation, your knowledge of regional and national priorities, trends, and challenges in cyber innovation.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview, Test |
| **Excellent communication skills, with the ability to present information clearly to engage varied audiences:** *Tell us how you use your communication skills to effectively foster joint working, develop meaningful outcomes and engage stakeholders at all levels.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview, Test |
| **Ability to assess stakeholder needs and develop follow-up engagement plans.***Demonstrate how you have gathered and analysed insights from collaborative activities to identify stakeholder priorities and designed targeted engagement that fosters sustained collaboration.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview |
| **Ability to align innovation and engagement activities across diverse partners.***Provide examples of how you have worked with diverse stakeholders to ensure activities meet shared objectives and complement wider programme goals.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview |
| **Willingness and ability to travel to regional meetings and events** | Essential | Interview |
| **Experience supporting activity monitoring and capturing activity outputs.***Provide examples of how you have recorded outcomes from events or activities that feed back into a programme’s ongoing work.* | Desirable | Application Form and uploaded CV and covering letter, Supporting Statements, Interview  |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and covering letter Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test or presentation, but you will be given some notice if this is the case.