**Person Specification – Innovation and Operations 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 |
| **Background and/or interest in innovation and translating research into products or services:** *Provide your rationale for applying for this role, explaining your knowledge of regional and national research, development, and innovation priorities.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview, Test |
| **Evidence of delivering knowledge exchange or collaborative innovation projects with academic, industry, and civic partners:** *Provide clear examples of where you have delivered knowledge exchange or innovation projects with stakeholder to get results.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview  |
| **Proven ability to coordinate multi stakeholder and complex projects and associated budgets from initiation to completion, meeting deadlines and achieving targets:** *Tell us about your experience in coordinating projects, your methodology and approach referencing the stakeholders and types of projects you have lead. Explain how you use project tracking tools to ensure delivery stays on track and progress and risks are reported effectively.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview, Test |
| **Excellent communication skills, with the ability to present information clearly to varied audiences:** *Tell us how you use your communication skills to effectively to 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 |
| **Experience coordinating event delivery:** *What event management and delivery experience do you have? Explain your experience leading and managing the operational aspects of hosting accessible workshops, sandpits, or co-design labs.* | Essential | Application Form and uploaded CV and covering letter, Supporting Statements, Interview  |
| **Strong IT skills, including tools for project tracking and reporting:** *Explain how you use project tracking tools to ensure projects stay on track and progress and risks are reported effectively***.** | Essential | Supporting Statements, Interview  |
| **Willingness and ability to travel to regional meetings and events** | Essential | Interview |
| **Ability to work independently, and in a team and use initiative, and make decisions in line with strategic objectives.** | Essential | Application Form and uploaded CV and covering letter, 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.