



PERSON SPECIFICATION
Editorial Assistant, Lancaster Environment Centre
Vacancy Ref: N368R

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
BSc/BA (Hons) degree or equivalent experience in a science subject (preferably Biological or Environmental Sciences).	Essential	Application Form
IT competency across a range of applications, including: file management, use of internet, email, etc. and use of computer programs (e.g. Microsoft Word, Excel, PowerPoint) and databases.	Essential	Supporting Statements/ Interview
The ability to work with a high level of accuracy and attention to detail also demonstrating excellent written English.	Essential	Application Form/Interview
Good organisation and time management, including ability to prioritise workload to meet competing deadlines.	Essential	Supporting Statements/ Interview
Ability to deal with queries/concerns in a professional manner, both in person, email and over the telephone.	Essential	Supporting statements/Interview
Effective communication skills.	Essential	Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application form
Ability to work in a team and have a flexible approach to work	Essential	Interview
An understanding of issues affecting scientific publishing	Desirable	Interview
Experience of administrative processes (e.g. record keeping and filing of documents, both hardcopy and electronic forms)	Desirable	Supporting statements/Interview
Editorial/publishing experience	Desirable	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.