

**Development Coordinator, *New Phytologist* (LEC)**

**Ref: N830**

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
BSc/BA (or equivalent) in biological sciences or related discipline	Essential	Application form
PhD in biological science/related discipline or experience in scientific research, with a publication record appropriate to stage of career	Desirable	Application form
An understanding of key issues in scientific publishing	Essential	Supporting statements/Interview
Experience of editing in a scientific publishing	Desirable	Supporting statements
Experience of project management, including the successful completion of projects, working to budgets and assessment of outcomes	Desirable	Supporting statements
Understanding of online communities and social media	Essential	Supporting statements/Interview
Working knowledge of how to produce audio and video files would be an advantage	Desirable	Supporting statements/Interview
Good general computer skills, including the ability to adapt to new programs and databases. Intermediate to Advanced level user of Microsoft Office	Essential	Supporting statements/Interview
Effective oral and written communication skills, including the ability to present information clearly in an accurate and appropriate format	Essential	Application form/interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Application form
Effective interpersonal skills including evidence of working collaboratively within a team and providing appropriate guidance for colleagues	Essential	Interview
Prepared to undertake overseas travel and to participate in scientific meetings that may extend beyond the normal working day/week	Essential	Supporting statements
Good organization and time management, including ability to prioritize tasks	Essential	Supporting statements/Interview
Flexible/adaptable work attitude, essential within a small and busy office	Essential	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.