

**PERSON SPECIFICATION**  
**ERDF Business Partnerships Officer**  
**Vacancy Ref: N1229**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Educated to degree level or equivalent qualification	Essential	Application Form
Proven ability to develop relationships and partnership opportunities with academics and external partners	Essential	Application form / Supporting statements / Interview
Ability to quickly understand and communicate the application of scientific research to a range of science users.	Essential	Interview
Excellent interpersonal , networking and communication skills with the ability to engage with students, researchers, academics, companies and organisations	Essential	Application form / Supporting statements / Interview
Excellent presentation skills with experience of giving presentations to a variety of audiences both internally and externally to the university	Essential	Interview
Willingness and ability to travel to businesses, local and national meetings and events	Essential	Application form / Interview
Proven ability to take the initiative to develop new contacts and manage a large client portfolio	Essential	Application form / Supporting statements / Interview
Demonstrable ability to work well within a team to support a diverse group of people and projects	Essential	Application form / Supporting statements / Interview
Established external networks relevant to the role	Desirable	Application form / Supporting statements
An understanding of government policy and HEI responses to it	Desirable	Application form / Supporting statements
Experience of engaging academics from a range of disciplines in research projects	Desirable	Application form / Supporting statements / 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 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.