**PERSON SPECIFICATION**
**Research and Scholarly Communications Manager**
**Vacancy Ref: A1908**

| Criteria | Essential/ Desirable | *Application Form/ Supporting Statements/ Interview |
|---|---|---|
| Educated to degree level or equivalent qualification or work experience in a relevant area. | Essential | Application Form |
| Ability to develop a shared vision and its implementation for a Research and Scholarly Communications service | Essential | Supporting Statements/ Interview |
| Knowledge of the evolving scholarly communications domain in the UK and international market, especially on Open Access, Research Data Management and Identifiers agenda. | Essential | Supporting Statements/ Interview |
| Proven experience or capability of effectively leading, developing and managing the performance of a team of professional staff, including the development and deployment of effective KPIs. | Essential | Supporting Statements/ Interview |
| Ability to build and maintain constructive relationships with a wide range of colleagues in different areas of an organisation, demonstrating an ability to influence outcomes effectively. | Essential | Supporting Statements/ Interview |
| Excellent analytical and IT skills, including the ability to explore, evaluate and interpret complex sets of information, draw conclusions, report and recommend potential solutions with practicable courses of action. | Essential | Application Form/Supporting Statements/Interview |
| Ability to work under pressure, manage stressful situations, prioritise a varied workload and meet deadlines. Ability to manage complex projects successfully. | Essential | Supporting Statements/Interview |
| Proven ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing. | Essential | Supporting Statements/Interview |
| Experience of managing budgets and resources. | Desirable | Application Form/Supporting Statements |
| Experience of working in higher education institution, preferably within a research intensive organisation. | Desirable | Application Form/Supporting Statements |

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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 or presentation etc.