PERSON SPECIFICATION
Team Leader -Research Post-award, Research Services
Vacancy Ref: N1503

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Experience of working in a research or project support environment supporting a range of externally funded projects (including RCUK, EU, and/or Charities)	Essential	Application Form, Supporting Statements & Interview
Excellent numerical skills; with a relevant qualification or equivalent experience in financial accounting	Essential	Application Form & Interview
Experience in a financial management work environment, using financial computer systems and Excel to investigate, analyse and reconcile accounts and produce financial reports with a high level of accuracy and attention to detail	Essential	Application Form, Supporting Statements & Interview
Proven ability to understand and analyse complex issues and offer solution-led support	Essential	Supporting Statements & Interview
Experience of financial audits; working with auditors and monitoring compliance against both internal and external policies and procedures	Essential	Application Form, Supporting Statements & Interview
Ability to plan both individual and team workload to adhere to competing deadlines working in a pressured environment whilst maintaining a flexible approach and professional attitude	Essential	Supporting Statements & Interview
Experience in a customer-focused environment and an ability to inspire and instil consistently high quality customer service values into the team	Essential	Supporting Statements & Interview
Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people and organisations to build successful working relationships	Essential	Application Form & Interview
Self-motivating and initiative taking with a desire to continually develop and improve self, team and processes	Essential	Interview
Experience of managing and leading a team, undertaking staff performance reviews and designing development plans	Desirable	Supporting Statements & Interview
Experience of designing and delivering training	Desirable	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.