

PERSON SPECIFICATION

Editorial Assistant - Peer Review *New Phytologist*

Lancaster Environment Centre

Ref: N1848

| 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 e.g. 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.