

**PERSON SPECIFICATION**  
**Research Development Officer**  
**Vacancy Ref: A2596**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form/ Supporting Statements/ Interview</b>
Educated to degree level or equivalent qualification or qualified by directly relevant work experience.	Essential	Application Form
Experience of research management through working in a similar role in HE or in a research environment.	Essential	Application Form/ Supporting Statement/ Interview
A track record in contributing to and advising on the preparation and submission of successful bids and funding applications which have a HE dimension.	Essential	Application Form/ Supporting Statement/ Interview
Experience of, and empathy with, research, researchers and research management.	Essential	Application Form/ Supporting Statement/ Interview
Knowledge of the research funding landscape (Research Council, EU, Government, Charities and other key funding agencies and opportunities).	Essential	Application Form/ Supporting Statement/ Interview
Experience of working with financial information including full economic costing of research proposals, managing budgets, applying financial regulations at an institutional level.	Essential	Application Form/ Supporting Statement/ Interview
Experience of effective delivery of projects and proposals to deadlines within a complex and diverse workload while applying quality standards to all tasks.	Essential	Application Form/ Supporting Statement/ Interview
Ability to develop effective working relationships with senior staff in universities, commercial and public sector organisations and funders.	Essential	Application Form/ Supporting Statement/ Interview
Excellent inter-personal and communication skills – oral, verbal, written and report writing.	Essential	Interview/Supporting Statement
Excellent analytical skills with the ability to interpret and disseminate information from complex documents.	Essential	Application Form/ Supporting Statement/ Interview
Experience of working flexibly, independently and as part of a team and a willingness to work longer/flexible hours when necessary to meet deadlines.	Essential	Interview
Ability to deal effectively with unexpected situations, take advantage of opportunities and develop creative approaches to problem solving.	Essential	Application Form/ Interview
IT literate and competent, experience of working with corporate systems.	Essential	Application Form/ Interview
Postgraduate qualification, or equivalent, in a relevant field, area or discipline.	Desirable	Application Form
Project Management qualification or equivalent CPD record.	Desirable	Application Form

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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.