

PERSON SPECIFICATION
Executive Director
Vacancy Ref: A2648

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Ability to lead the design, development and delivery of high-quality communication, networking and capacity building activities that support an international research community	Essential	Application Form/Supporting Statement/Interview
Ability to engage senior government and industry stakeholders to ascertain requirements, deliver evidence, and ensure CREST fulfils its role as a national centre of excellence for all of government	Essential	Application Form/Supporting Statement/Interview
Experience in delivering all aspects of a complex research programme in a timely and cost-efficient manner, adapting projects and activities to take account of emerging opportunities	Essential	Application Form/Supporting Statement/Interview
Ability to line manage a dedicated executive team, including supporting professional development and personal growth	Essential	Application Form/Supporting Statement/Interview
Experience of preparing policy briefings and other evidence resources for policy makers and users	Essential	Application Form/Supporting Statement
The ability to work co-operatively and flexibly with colleagues and enthuse and motivate others, including those working at other institutions	Essential	Application Form/Supporting Statement/Interview
The ability to convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
Commitment to undergo further training through operational requirements and personal development	Essential	Interview
Currently hold, or be willing to undergo, national security vetting	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 competency based interview questions, tests, presentation etc.