

**PERSON SPECIFICATION**  
**Research Associate – Film Studies & Humanities and Social Sciences**  
**Vacancy ref: A2633**

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
A PhD, or working towards a PhD or equivalent in a relevant area, such as Film Studies, Media Studies, History, English, Archival Research or any other area of the Humanities or Social Sciences.	Essential	Supporting statements / Application form
Excellent written and verbal communication skills, suitable for engaging and working collaboratively with all project stakeholders.	Essential	Supporting statements / Interview
Excellent planning and organizational skills.	Essential	Supporting statements / Interview
Proficiency using computer programs for word processing, spreadsheets, email and various social media platforms.	Essential	Supporting statements / Interview
Experience and ability at performing general clerical tasks (photocopying, filing, sorting, minuting, notetaking).	Desirable	Supporting statements / Interview
Knowledge of relevant areas and debates in film history and/or social history and/or cultural history	Desirable	Supporting statements / Interview
Knowledge of archive studies and experience in archive management	Desirable	Supporting statements / Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence e.g., award of a PhD. Will be ‘scored’ as part of the shortlisting process.
- **Supporting Statements** - applicant 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.