

PERSON SPECIFICATION
Project Administrator – SeaFood-Age
Vacancy Ref: N1933

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview*
Proven and demonstrable experience of project administration in large/complex organisations.	Essential	Application Form/Supporting Statements/Interview
Experience of successfully working in research-intensive projects with strict schedules	Essential	Application Form/Supporting Statements
Highly effective interpersonal and communication skills (both oral and written) including the ability to establish and maintain effective working relationships with a diverse audience	Essential	Application Form/Supporting Statements/Interview
Ability to comprehend project finances and business issues sufficiently to take responsibility for the effective management of costs, resources and time. With well-developed project and report writing skills.	Essential	Application Form/Supporting Statements/Interview
Ability to work individually, and as part of a team. Creative ability to solve problems and prioritise workload.	Essential	Application Form/Supporting Statements/Interview
Willingness to undertake other duties and training as required by the Head of Department commensurate with the grade.	Desirable	Interview
Relevant degree level qualification (project administration, management or relevant subject)	Desirable	Application Form/Supporting Statements

- **Application Form:** assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. 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.