

PERSON SPECIFICATION
Policy Analyst of the Work Foundation
 Vacancy ref: N1999

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview <i>See guidance below*</i>
Degree level qualification or equivalent .	Essential	Application Form
Interest and knowledge about the Work Foundation’s core subject areas, for full details refer to: http://www.theworkfoundation.com/Research/	Desirable	Interview
Appropriate experience of quantitative and qualitative research methods <i>Please use the supporting statement to provide details of the methods you are familiar with including examples of when you have used them.</i>	Essential	Supporting Statements/ Interview
Good communication and presentation skills (written and verbal) <i>Please attach a sample of your written work with your application</i>	Essential	Interview
Organisational skills, the ability to work effectively to support delivery of a number of projects in order to meet deadlines	Essential	Supporting Statements/ Interview
Ability to build, create and maintain new relationships both internally and externally	Essential	Interview
Ability to work effectively as part of a team	Essential	Interview
Experience of dissemination of research findings (e.g. press, blogs, presentations and publications)	Desirable	Supporting Statements/ Interview
Administration and support experience	Desirable	Interview

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- **Application Form** – assessed against the information provided in your application form and curriculum vitae. 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 (with examples of experience) 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, or through tests or presentation etc.