

PERSON SPECIFICATION
Research Support Administrator
Vacancy Ref: N2006

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
A first degree or equivalent or work experience in a relevant area	Essential	Application form
To convey an appropriate rationale and interest in applying for this particular post	Essential	Supporting Statements/ Interview
Relevant and recent experience in a research or project administration role	Essential	Application Form
Excellent numerical skills, financial awareness and a willingness to build an excellent understanding of the key elements of externally funded research costings	Essential	Supporting Statements/ Interview
Excellent IT skills including the use of management information systems and Microsoft Office, in particular Excel for data representation and interrogation	Essential	Interview
Excellent oral and written communication skills with an ability to communicate in a professional manner with a diverse range of people and to build successful working relationships as a cooperative team member	Essential	Application Form/ Supporting Statements /Interview
Proven track-record as a self-motivated, initiative taking individual with a proactive approach to problem solving	Essential	Supporting Statements /Interview
Demonstrated ability to plan own workload, delivering to competing deadlines when working in a pressured environment	Essential	Supporting Statements /Interview
Demonstrated ability to work to a high level of accuracy and provide attention to detail	Essential	Supporting Statements /Interview
Understanding of TRAC/full economic cost guidelines	Desirable	Interview
Experience of producing management information in report form	Desirable	Interview
Experience of minute taking and servicing committees	Desirable	Interview

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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, presentation etc.