

PERSON SPECIFICATION
Programme Manager - GISMO (1 FTE)
Vacancy Ref: A2919

Criteria	Essential/ Desirable	Application form/Supporting Statement/Interview*
Relevant degree level qualification or equivalent	Essential	Application Form
Experience of delivering complex projects to completion and timescales	Essential	Application Form/Supporting Statements/Interview
Experience of planning, marketing, promoting and delivering Business Support activity	Essential	Application Form/Supporting Statements/Interview
Excellent understanding of the research/innovation funding environment for SMEs and SME-Academic, preferably in the field of Materials Science.	Desirable	Supporting Statements/Interview
Demonstrable ability to manage a team and administrative skills	Desirable	Application Form/Supporting Statements/Interview
Experience of working with/for small and medium sized businesses, and understanding of their needs	Desirable	Application Form/Supporting Statements/Interview
The ability and willingness to travel to external meetings and events	Essential	Supporting Statements
Excellent oral and written communication skills	Essential	Application Form/Interview
The ability to work strategically and operate confidentially and innovatively in a high level environment	Essential	Supporting Statements/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.