

PERSON SPECIFICATION
REF Impact Support Officer
Vacancy Ref: N2328

Criteria	Essential/ Desirable	*Application Form/ Supporting Statements/ Interview
Degree or equivalent qualification	Essential	Application form
Experience of working in a research environment, preferably within Higher Education (HE)	Essential	Application form
Experience of qualitative data collection and analysis including the ability to manage, interpret and report data and information to the relevant audience.	Essential	Supporting statements / Interview
Ability to communicate clearly, concisely and professionally with external collaborators and research 'end-users'	Essential	Interview
Ability to work as directed with academic staff, be pro-active and work with vision	Essential	Supporting statements / Interview
Excellent IT skills and an ability to use a broad range of computerised systems to support information and data dissemination and project management	Essential	Supporting statements
Ability to plan and manage time, prioritising key tasks, meeting deadlines and managing conflicting priorities	Essential	Supporting statements / Interview
Experience of handling confidential information and knowledge of Data Protection legislation	Essential	Interview
Knowledge of the research impact agenda, particularly in relation to REF2021	Desirable	Supporting statements / Interview
Postgraduate degree or equivalent skills and experience in persuasive writing	Desirable	Supporting statements
Relevant professional level experience in the HE sector or similar	Desirable	Application Form / 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.