

PERSON SPECIFICATION

Project Administrator – Lancashire Cyber Foundry, School of Computing and Communication
Vacancy Ref: N2036

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Evidenced ability to support financial management on large publically funded projects including creation and monitoring of budgets.	Essential	Supporting statements and interview
Evidenced experience of preparing detailed records in accordance with project audit requirements	Essential	Supporting statements and interview
Evidenced ability to develop and enhance administrative systems	Essential	Supporting statements and interview
Evidenced ability to contribute administrative support to planning of new knowledge exchange activities.	Essential	Supporting statements and interview
Ability to communicate effectively with a wide range of people.	Essential	Application form and Interview
Ability to support organisation of events including internal and external partners.	Essential	Application form and Interview
Experience of ESIF record keeping and audit requirements	Desirable	Application form and Interview
Experience of University procurement, managing project purchases and using enterprise level financial systems.	Desirable	Application form and Interview
Experience of supervising staff within an administrative team.	Desirable	Application form and Interview
Educated to degree level in a relevant discipline	Desirable	Application form

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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 e.g. 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.



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