

PERSON SPECIFICATION
Research Institutes Administrator
Vacancy Ref: N2359

| Criteria | Essential/ Desirable | Application Form / Supporting Statements/ Interview |
|---|-------------------------|---|
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Supporting Statements/ Interview |
| Educated to A-level (A-C grade) and with GCSE Maths and English (A-C grades) or equivalent experience/qualifications | Essential | Application Form |
| Demonstrated evidence of experience in an administrative role providing high level of attention to detail, including organisation of events | Essential | Application Form/ Supporting Statements /Interview |
| Experience of financial computer systems, database and spreadsheet packages, including IT competency (Microsoft Office) | Essential | Application Form/ Interview |
| Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people | Essential | Application Form/ /Interview |
| Excellent numeracy skills and a demonstrated ability to work to a high level of accuracy and experience of producing financial reports or financial statements | Essential | Application Form/ Supporting Statements /Interview |
| Excellent and efficient organisational skills including the ability to strategically prioritise workload | Essential | Application Form/ Supporting Statements /Interview |
| Demonstrated ability as self-motivated, initiative taking individual with the ability to deliver to competing deadlines when working in a pressured environment | Essential | Application Form /Interview |
| Demonstrated ability to build successful working relationships and to work as a cooperative team member with flexibility to adapt to changing environments | Essential | Application Form/ Supporting Statements /Interview |
| Commitment to on-going personal development and training | Essential | Application Form/ Interview |
| Experience of dealing with research grants or contracts | Desirable | Supporting Statements/ Interview |

- **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. The response 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 competency-based interview questions, tests, presentation etc.