

PERSON SPECIFICATION
Research Institutes Administrator
Vacancy Ref: N2358

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.