

**ACTUATE PROJECT ADMINISTRATOR**

**Ref: N2513**

**PERSON SPECIFICATION**

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
Proven track record of administering international multi-facetted research initiatives and ability to take a pro-active approach to running the programme's administrative processes	Essential	Application Form/ Supporting Statements
Strong analytical and interpretive skills	Essential	Supporting Statements/Interview
Track record of providing a strategic overview of complex finances including: collating financial information, monitoring financial transactions and implementing budgets	Essential	Application Form
Advanced level user of MS Office applications and financial management software	Essential	Application Form/ Supporting Statements/ Interview
Excellent verbal and written communication skills (in person and by phone video calls; by e-mail and other written documents)	Essential	Supporting Statements/ Interview
Excellent and efficient organisational skills including ability to strategically prioritise workload and to work to high precision and accuracy	Essential	Supporting Statements/ Interview
Track record of booking and organising business and group travel, project meetings and workshops including arranging logistics for PIs, researchers and visitors and achieving value for money	Essential	Supporting Statements/ Interview
Willingness and ability to travel with Project Manager to West Africa for up to a week at a time for partner meetings and events	Essential	Supporting Statements/ Application Form
Educated to degree level or equivalent.	Essential	Application Form
Experience of working with international partners and willingness to develop language and cultural skills	Desirable	Application Form/Supporting Statements
Some knowledge and interest in innovation opportunities in the UK and, ideally, as they relate to a development context	Desirable	Supporting Statements/ Interview
Previous experience of working within UK higher education administration	Desirable	Application Form
Postgraduate or project management qualification	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 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 or presentation etc.