# C:\Users\jennerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\XLJMDCHH\LU - Logo - Positive (CMYK) (2).jpg

# PERSON SPECIFICATION

# Assistant Forum Editor - *New Phytologist*

Ref: 0505-22

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| BSc/BA (Hons) degree or equivalent experience in a biological science subject (preferably plant-focused Biological or Environmental Sciences). | Essential | Application Form |
| PhD in biological science/related discipline or experience in scientific research, with a publication record appropriate to stage of career | Desirable | Application Form |
| An understanding of key issues in scientific publishing | Essential | Application form/ Supporting statements/Interview |
| Experience of writing, proof-reading and technical/language editing of (scientific) literature | Essential | Application form/supporting statements |
| Experience of writing that is accessible across disciplines and to the non-specialist reader. | Essential | Application form/supporting statements |
| Experience of science communication and community engagement through online initiatives | Essential | Application form/supporting statements |
| A thorough understanding of recent trends and developments in the field is essential, coupled with the ability to demonstrate a broad interest in plant science research, both within and beyond your specialty. It is also essential to demonstrate an understanding of the wider roles of plants in society, including in food production, health and their impacts on climate and the environment. | Essential | Application form/supporting statements /Interview |
| Ability to make a pro-active contribution to the continuous improvement of systems and procedures. | Essential | Supporting statements/Interview |
| IT competency across a range of applications, including: file management, use of internet, email, etc. and use of computer programs (e.g. Microsoft Word, Excel, PowerPoint), databases and web applications | Essential | Supporting Statements/Interview |
| The ability to work with a high level of accuracy and attention to detail also demonstrating excellent written English. | Essential | Application Form/Interview |
| Good organisation and time management, including ability to prioritise workload to meet competing deadlines. | Essential | Supporting Statements/Interview |
| Ability to deal with queries/concerns in a professional manner, both in person, email and over the telephone. | Essential | Supporting statements/Interview |
| Excellent communication skills. | Essential | Interview |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application form |
| Ability to work in a team and have a flexible approach to work | Essential | 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 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.