

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Services Officer

Department: Research and Enterprise

| | Essential | Desirable | Tested by (Application form, Interview, Test) |
|---|-----------|-----------|--|
| QUALIFICATIONS AND TRAINING | | | |
| Educated to first degree level or equivalent professional experience | x | | Application Form |
| SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE | | | |
| The ability to understand complex research funding and costing criteria and offer clear advice and guidance to academic colleagues. | x | | Application Form/ Interview/ Test |
| A high level of accuracy and attention to detail with a meticulous approach to preparing research grant budgets and record keeping. | x | | Application Form/ Interview |
| Familiarity with standard office software (e-mail, word processing, spreadsheets file management and web browsers) and the ability to use it effectively. | x | | Application Form/ Interview/ Test |
| Proven experience in an administrative role, preferably in a research or higher education environment. | x | | Application Form |
| Experience of and aptitude for financial management, either costing and pricing projects/tenders or administering contracts or project budgets. | x | | Application Form/ Interview/ Test |
| Previous experience in research pre- or post-award management within academia | | x | Application Form |
| A good understanding of national and international funding sources and their guidelines and mechanisms. | | x | Application Form/ Interview |
| A good knowledge of costing and a grasp of the principles of Full Economic Costing and how it is applied to costing proposals and applying this to provide effective advice to research applicants. | | x | Application Form/ Interview |
| Good knowledge of using the relevant electronic funding applications systems used by nationally and internationally recognised funders | | x | Application Form/ Interview |
| PERSONAL AND INTERPERSONAL QUALITIES | | | |
| Confidence and flexibility of approach with the ability to work with limited supervision | x | | Application Form |
| The ability to prioritise own workload under pressure and meet set deadlines whilst maintaining a high degree of accuracy | x | | Interview/ Test |
| Excellent interpersonal skills with the ability to develop professional relationships and networks at all levels within the organisation | x | | Application Form/ Interview |
| CIRCUMSTANCES | | | |
| Ability to travel on business on occasion to attend events or training | | x | Interview |