

PERSON SPECIFICATION

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

Job Title: Postdoctoral Research Assistant

Department: Drama, Theatre & Dance

	Essential	Desirable
Qualifications and Training		
Educated to PhD in relevant field	X	
Expertise in Colombian/Latin American politics, history, society, culture	X	
Skills and/or Abilities		
Communicate accurately in English, Spanish, and in translation between the two.	X	
Ability to communicate complex concepts and ideas in an understandable way	X	
Act as a responsible team member, developing productive working relationships with other members of staff.	X	
Experience		
Strong administrative skills relevant to event coordination, budget maintenance assistance, travel arrangements, data storage, digital archival work	X	
Manage own research and administrative activities, with guidance, if required.	X	
Other Requirements		
Initiative, problem-solving and decision-making	X	
Solve logistical problems that arise during research event coordination	X	
Work independently on research, administrative, organisational and translation activities	X	
Creative thinking to develop relationships with Colombian and other international academic and non-academic communities.	X	