

PERSON SPECIFICATION

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

Job Title: Global Challenges Support Officer

Department: Research and Innovation

| | Essential | Desirable | Tested by (Application form, Interview, Test) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------------------------------------|
| Education | | | |
| Educated to degree level or equivalent qualification/experience | X | | Application Form |
| Experience | | | |
| Proven ability to analyse and interpret data, identify issues and communicate findings effectively and sensitively to different levels within the organisation | X | | Application Form/ Interview |
| A thorough knowledge and operational experience of research funding management within a Higher Education Institution (HEI) or similar environment | | X | Interview |
| Demonstrable experience of undertaking risk assessments and due diligence checks | | X | Application Form/ Interview |
| Proven ability to influence change in policies and processes | | X | Application Form/ Interview |
| Demonstrable experience of preparing documents for audit, managing audits and dealing with auditors | | X | Application Form/ Interview |
| Experience of co-ordinating events and workshops | | X | Interview |
| Experience of maintaining and updating website pages | | X | Interview |
| Knowledge | | | |
| Evidenced good working knowledge of general software products, e.g. Word, Excel, Powerpoint | X | | Interview |
| Knowledge of major research funders' terms and conditions, particularly UKRI due diligence requirements | | X | Application Form/ Interview |
| Knowledge of Overseas Development Assistance (ODA) compliance requirements | | X | Interview |
| Knowledge of the UK research funding landscape, including key policies and requirements which have the potential to impact HEI research management processes | | X | Interview |
| Skills and Abilities | | | |
| Strong interpersonal and influencing skills, and a proven ability to communicate with people at all levels throughout the organisation and externally | X | | Application Form/ Interview |
| The presence and confidence to be able to achieve credibility for the organisation when liaising with the academic and administrative community, auditors and external funders | X | | Application Form/ Interview |
| Ability to balance need, risk and pragmatism when considering and developing solutions | X | | Application Form/ Interview |
| Meticulous attention to detail and a high degree of accuracy | X | | Interview |
| Excellent written and verbal communication skills | X | | Interview |
| Experience of producing concise and pertinent reports, briefings and other business documentation | X | | Interview |
| Ability to work well under pressure and respond effectively when faced with challenging tasks and changing priorities | X | | Application Form/ Interview |
| Ability to use own initiative and be proactive, and work effectively as part of a team | X | | Interview |
| A clear understanding of the need and practice of customer focus and customer relationship skills. | X | | Interview |
| Experience of making effective presentations | | X | Interview |
| Proven ability to identify and advise on the risks associated with research grants and contracts | | X | Interview |
| Additional Requirements | | | |
| Post holder may be required to travel overseas and across the UK as needed | X | | Interview |