

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 and Innovation Administrator

Department: Research and Innovation

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
First degree or equivalent level of experience	x		Application
Relevant professional training and qualifications		x	Application
Knowledge and understanding of the HE sector		x	Interview
Skills and/or Abilities			
Excellent organisational skills	x		Application and interview
Demonstrable ability to provide proactive and professional level support to Director level	x		Application and interview
Close attention to detail and proven ability to accurately draft complex and detailed documents	x		Interview
Evidenced skill of writing website and printed matter content to a high standard.	x		Test and interview
Demonstrable high quality written and verbal communication skills, including evidenced ability to liaise professionally with executive level staff within university and industry environments	x		Application and interview
Proven consistent ability to meet tight individual and group deadlines and to manage own workload through effective prioritising, time management and organisational skills.	x		Application and interview
A commitment to customer focus and the need to provide an efficient, professional and effective service to the many users and contacts both internally and externally at all levels.	x		Application and interview
Ability to work under pressure whilst maintaining close attention to detail and accuracy	x		Application and interview
High degree of computer literacy, in particular experience in the use of spreadsheets, finance systems, powerpoint	x		Interview
Demonstrable ability to develop, maintain and review administrative systems and processes	x		Interview
Ability to update websites		x	Interview
Experience			
Previous employment in an administrative function in a customer facing organisation	x		Interview
Previous employment in an administrative function at a higher education institution, or similar environment		x	Interview
Experience of using online financial systems and financial administration.	x		Application and interview
Experience of working with senior level managers.	x		Interview
Experience of supporting event and workshop organisation	x		Interview
Experience of producing high quality written marketing material for websites and/or printed matter	x		Interview