



## 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 Administrator**

**Department: Physics, Centre for Particle Physics**

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to first degree level or equivalent	X		Application form
<b>Skills and Abilities</b>			
Ability to communicate with PhD students, researchers and academics	X		Interview
Ability to communicate with professional services and administrators	X		Interview
Computer literate in Microsoft Word, Excel and PowerPoint	X		Application form, Interview
Ability to construct graphs and tables	X		Interview
Ability to use a Financial tool to extract basic relevant information and perform basic financial operations using the tool		X	Application form, Interview
<b>Experience</b>			
Experience of basic website editing		X	Application form, Interview
Experience of writing high-quality administrative reports		X	Application form, Interview
Experience of administrative tasks in a university setting		X	Application form