



## 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:** Geography

	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
Qualification / experience in area of research	X		Application Form
<b>Skills and/or Abilities</b>			
Ability to communicate to non-scientific audiences	X		Application Form
Ability to construct graphs and conduct analyses		X	Application Form
Computer literate in Microsoft Word, Excel and PowerPoint	X		Application Form
<b>Experience</b>			
Experience using Google Maps or ArcGIS		X	Application Form
Basic website updating		X	Application Form