



## PERSON SPECIFICATION

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

| Job Title: R&D Producer  | Department: StoryFutures/Centre for Digital Creativity |           |                                      |
|--|--|-----------|--------------------------------------|
|  | Essential  | Desirable | Tested by                            |
| <b>Knowledge, Education, Qualifications and Training</b>   |  |           |                                      |
| Educated to degree level in a relevant field of creative industries, management, geography, or similar and/or evidence of equivalent work or research experience               | X  |           | Application Form<br>Application Form |
| Experience of working in creative, digital or marketing organisation(s) in roles that involved communications, project management, event organisation or network coordination. | X  |           |                                      |
| Experience of working in a research and innovation context and/or in creative industries   |  | X         |                                      |
| <b>Skills Knowledge and Experience</b>   |  |           |                                      |
| Experience of using digital tools to capture information and manage projects, such as KPIs or business data  | X  |           | Application Form/Interview           |
| Experience coordinating projects, setting out project timelines, tracking delivery, organising meetings, and reporting on project activities                                   | X  |           | Application Form/Interview           |
| Experience of event production support   |  | X         | Application Form                     |
| Knowledge and experience of social media e.g marketing, comms, analytics   |  | X         | Application Form/Interview           |
| Experience of collaborative data management tools, especially Customer Relationship Management Tools (e.g. Zoho) and digital collaboration tools (e.g. Slack)                  |  | X         | Application Form/Interview           |
| Experience of network and relationships building between companies operating in the creative industries  |  | X         | Application Form                     |
| <b>Personal Qualities</b>  |  |           |                                      |
| Ability to collaborate and build relationships between companies   | X  |           | Application form / Interview         |
| Excellent interpersonal skills, including team working, presentation, networking and ability to understand client needs effectively and efficiently.                           | X  |           | Interview                            |
| Adept at learning new data management tools  | X  |           | Interview                            |
| <b>Career Development</b>  |  |           |                                      |
| A commitment to continuous personal development.   | X  |           | Interview                            |
| <b>Special Conditions</b>  |  |           |                                      |
| Ability to start work in June or July 2021   | X  |           | Interview                            |
| Ability to travel for work across London and the Gateway Cluster area  | X  |           | Interview                            |