



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 Excellence Manager

Department: Research & Innovation

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Excellent standard of education to degree level or equivalent work experience in a relevant area.	x		Application Form
Evidence of a high standard of written and oral English, including the ability to critique and help re-draft material effectively	x		Application Form/Interview
Detailed and current knowledge of the research excellence landscape		x	Application Form/Interview
Project management qualification		x	Application Form
Skills and Abilities			
Well-developed organisational abilities including the ability to initiate, specify and manage projects, keep accurate records and produce status or progress reports.	x		Application Form/Interview
Highly developed numerical and IT skills, including data manipulation and presentation using standard Microsoft products to support communication, analysis of information, data dissemination and project management	x		Application Form/Interview
Proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	x		Application Form/Interview
Flexibility and proven ability to respond effectively to changing requirements	x		Application Form/Interview
Ability to synthesise and communicate complex information and data to a variety of audiences.	x		Application Form/Interview
Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively	x		Application Form/Interview
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	x		Application Form/Interview
Effective interpersonal, influencing and negotiation skills, creating professional	x		Application Form/Interview

relationships at all levels with researchers, administrators and senior staff internally and externally and the ability to work across academic disciplines			
Proven ability to use creative problem-solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency.	x		Application Form/Interview
Experience			
Experience in coordination of large / complex projects	x		Application Form/Interview
Previous experience of working in a knowledge exchange or research environment		x	Application Form/Interview
Previous experience in REF / KEF submissions		x	Application Form/Interview
Experience of policy and strategy development / implementation.		x	Application Form/Interview