Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Research Officer (Research and Innovation Policy)

Department/Division: Research and Innovation
Accountable to: Dr Christopher Daley (Head of R&I Evidence and Analysis)

Competency	Criteria	E/D
Knowledge and Experience	Hold a PhD, be working towards completion of a PhD, or have other research experience that demonstrates the capability to produce independent original research.	E
	Experience of translating research findings into policy and/or practice outputs	E
	Understanding of the research and innovation policy and funding landscape in the UK	E
Communication	Ability to work in a diverse, interdisciplinary team, maintaining an openness to creative approaches to tackling research-related challenges.	E
	Ability to communicate research findings in a clear and engaging manner (both oral and written).	E
	Experience of working with both academic and non-academic collaborators, demonstrating a strong understanding of the skills and knowledge base that exist across both academic and professional services roles.	D
	Fluency in written and spoken English	E

Planning and Organisation	Experience of organising and facilitating events involving stakeholders who have varying roles, responsibilities and expectations	E
	Ability to work independently	E
	Ability to work to tight and competing deadlines	E
	Ability to synthesise information for presentation to team members and the project funder	D

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.