

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/ Interview)
Qualifications, experience and knowledge		
Educated to 'A' Level	E	A
Educated to degree level or equivalent relevant experience	D	A
Skills and abilities		
Substantial administrative experience with proven senior PA experience including maintaining a complex diary	E	A/I
Experience of arranging complex international travel itineraries	E	A/I
Experience of updating and maintaining websites	D	A/I
IT proficiency at advanced user level (Spreadsheet, Word Processing, Database, Email, Web based applications)	E	A/I
Excellent oral and written communication skills and the ability to prioritise workloads	E	A/I
Strong problem-solving abilities	E	A/I
Resourceful and able to act on own initiative	E	I
Excellent organisational skills	E	I
Meticulous and accurate in all aspects of work	E	I
Able to work under pressure and meet deadlines	E	I
Interested in research and a commitment to supporting high quality research	E	I
Experience of organising meetings, drafting agendas and minute-taking	E	A/I
An understanding of the requirements of research and the publication of scientific papers	D	A/I
Experience of working in a research environment	D	A/I
Personal attributes		
Good inter-personal skills with an ability to work co-operatively in a multidisciplinary setting	E	A/I
Resourceful and able to act on own initiative	E	A/I
Interested in research and a commitment to supporting high quality research	E	A/I

Criteria	Essential or Desirable	Assessment method (Application/ Interview)
Ability to work as a member of a small team and work flexibly across a range of tasks as required	E	A/I
Previous experience of supervising a team	D	A/I