

Person Specification – Academic Research Project Officer

ESSENTIAL	DESIRABLE
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Thorough knowledge of HE sector • A good working knowledge of the major UK and European research funding opportunities • A working knowledge of research database management issues 	<ul style="list-style-type: none"> • Understanding of relevant copyright/rights issues
<p>Experience</p> <ul style="list-style-type: none"> • PhD or equivalent qualification in a relevant subject area • Experience in research bid writing 	<ul style="list-style-type: none"> • Experience of presentation at academic conferences • Teaching experience • Member of editorial team
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to network effectively and build strong working relationships • An interdisciplinary approach • Excellent communication skills including both written and presentation skills • Project management skills • Ability to plan and manage own workload • Ability to travel in UK as required 	<ul style="list-style-type: none"> • Web design skills.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Highly proactive approach to work • Hard working team player • Highest levels of personal integrity • Tactful and diplomatic • Flexible, adaptable, curious, confident and enthusiastic 	