



Person Specification

Projects Officer

Feature sought	Essential requirements	Desirable requirements
Experience	<p>Previous administrative experience</p> <p>Experience of planning and progressing work activities proactively within general guidelines, using initiative and judgement (escalating matters if necessary)</p>	<p>Administrative experience developed in a grant management/research support role e.g. in HE or charities sector</p> <p>Working effectively with academic researchers</p>
Knowledge	<p>Good knowledge and extensive experience of MS Excel</p>	<p>High degree of familiarity with the MS Office suite</p> <p>Knowledge of research funding schemes</p>
Skills	<p>Excellent written and oral communication skills, with experience of drafting own reports and correspondence</p> <p>Excellent attention to detail and accuracy and performing work in a highly diligent manner</p> <p>Able to work unsupervised and exercise initiative, conceiving, instigating and managing own workload; meeting agreed deadlines</p> <p>Responsive and flexible attitude to providing support</p> <p>Excellent numeracy and budgetary management skills</p> <p>Excellent analytical and problem-solving skills</p> <p>Accurate financial administration</p>	<p>Website administration</p> <p>Report writing</p> <p>European language(s), other than English</p>

Feature sought	Essential requirements	Desirable requirements
<i>Qualifications</i>	<p>Good honours degree (Economics preferred but not required) or equivalent relevant experience in any subject</p> <p>GSCE/ 'O' level or equivalent in English and Mathematics</p>	
<i>Personal attributes</i>	<p>Excellent organisation and planning skills</p> <p>Good team-worker and able to build good working relationships at all levels</p> <p>Conscientious and reliable</p> <p>Commitment to high level of customer service</p>	