

**PERSON SPECIFICATION**

**Prob\_AI Hub Manager**

**Vacancy Reference: 0462-24**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/ Desirable | Application Form/ Supporting Statements/ Interview |
| Proven track record of managing large scale multi-facetted research initiatives and ability to take a pro-active approach to running the programme’s administrative processes | Essential | Application Form/Supporting Statement/Interview |
| Track record of working with industrial and other external stakeholders. | Essential | Application Form/Supporting Statement/Interview |
| Experience of organising and facilitating project meetings, events, workshops and conferences, including arranging logistics for project PIs, researchers and visitors | Essential | Application Form/Supporting Statement/Interview |
| Track record of providing a strategic overview of complex finances including: collating financial information, monitoring financial transactions and implementing budgets. | Essential | Application Form/Supporting Statement/Interview |
| Excellent and efficient organisational skills including ability to strategically prioritise workload and work to high precision | Essential | Interview |
| Excellent communication skills including: face-to-face, telephone, electronic and written communications, cultural sensitivity, tact and diplomacy | Essential | Application Form/Interview |
| Experience of relationship management across a range of activities | Essential | Application Form/ Supporting Statement/ Interview |
| Capacity to play an integral role in the programme and its management and to engage with all programme members (academic and other) | Essential | Interview |
| Experience of supporting and enabling public engagement activities. | Desirable | Application Form/Supporting Statement/Interview |
| Experience of implementing and supporting an Equality, Diversity and Inclusion Plan and associated activities. | Desirable | Supporting Statement/Interview |
| Willingness to travel within the UK to support Hub activities | Desirable | Interview |
| Experience of maintaining web and social media content | Desirable | Application Form/ Supporting Statement/Interview |
| Experience of using monitoring and reporting systems e.g. Agresso, ACP. | Desirable | |  |  | | --- | --- | | Interview |  | |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.