

**PERSON SPECIFICATION**

**Research Costing Administrator**

**Vacancy Ref: 1560-23**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview**  |
| A first degree or equivalent or work experience in a relevant area | Essential | Application form |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Supporting Statements/ Interview |
| Relevant and recent experience in a research or project administration role  | Essential | Application Form |
| Excellent numerical skills and financial awareness in order to build an excellent understanding of the key elements of externally funded research costings | Essential | Supporting Statements/ Interview  |
| Excellent IT skills including the use of management information systems and Microsoft Office, in particular Excel for data representation and interrogation | Essential | Interview |
| Excellent oral and written communication skills with an ability to communicate in a professional manner with a diverse range of people and to build successful working relationships as a cooperative team member  | Essential | Application Form/ Supporting Statements /Interview |
| Proven track-record as a self-motivated, initiative taking individual with a proactive approach to problem solving | Essential | Supporting Statements /Interview |
| Demonstrated ability to plan own workload, delivering to competing deadlines when working in a pressured environment | Essential | Supporting Statements /Interview |
| Demonstrated ability to work to a high level of accuracy and provide attention to detail  | Essential | Supporting Statements /Interview  |
| Understanding of TRAC/full economic cost guidelines  | Desirable  | Interview  |
| Experience of producing management information in report form | 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 eg 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 either competency based interview questions, tests, presentation etc.