**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Open Research administrator | **Job ref no:** | **CBS-0138-24** |
| **Grade:** | 5 | **Department:** | Comparative Biomedical Science |
| **Accountable to:** | Patrick Lewis | **Responsible for:** |  |
| **PS created by/ or reviewed by:** | Patrick Lewis | **Date PS created/ reviewed:** | 07/05/2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Evidence of strong communication skills. Examples include: engaging with various University stakeholders from different sectors and departments and with organisation such as the UKRN stakeholder organisations; strong presentation skills; (social) media experience and expertise | x |  |
| 2. Excellent Planning and Organisation skills. Examples include: managing projects; organising events; compiling and sending communications in a timely manner | x |  |
| 3. The ability to manage, lead and progress activities independently. Examples include leading and reporting on scoping exercises related to research transparency and collating, analysing and interpreting data to report on activity and to make recommendations |  | x |
| 4. Knowledge of open research practices (such as open access, research data management plans and policies, open source software) and a strong understanding of the wider open research environment |  | x |
| 5. Understanding/experience of leading, designing and conducting evaluation research using a wide range of methods (preferably both qualitative and qualitative) and indicators. |  | x |