

## Person Specification

|                           |   |                       |               |
|---------------------------|---|-----------------------|---------------|
| <b>Post Title:</b>        | Graduate Project Analyst                    | <b>Post No:</b>       |               |
| <b>Organisation Unit:</b> | Research Development and Knowledge Exchange |                       |               |
| <b>Salary:</b>            | £23,500                                     | <b>Date Compiled:</b> | November 2019 |

| Attributes        | Essential *  | Desirable  |
|-------------------|--|--|
| <b>Knowledge</b>  | <p>Able to demonstrate a good working knowledge of Microsoft Office, including Office 365 software</p> <p>Familiarity with SPSS or a similar statistical analysis package</p>  | <p>Familiarity with project management process and methodologies</p> <p>Familiarity with Microsoft SharePoint.</p>   |
| <b>Skills</b>     | <p>Ability to work proactively without supervision, exercising judgement and initiative as necessary.</p> <p>Ability to communicate at all levels</p> <p>Excellent written and verbal communication skills, ability to give and receive information effectively</p> <p>Ability to work on own initiative and complete tasks within agreed timescales, budget and quality</p> <p>Demonstrate good organisational skills with the ability to prioritise own workload and good attention to detail</p> <p>Ability to network effectively and work collaboratively with other staff within the directorate and University-wide</p> <p>Good analytical and decision-making skills with a clear and logical approach to work</p> | <p>Ability to provide a key supporting and visible role during facilitated meetings.</p> <p>Ability to influence others through persuasion and negotiation</p> |
| <b>Experience</b> | <p>Experience of conducting research and analysing complex data and information</p>  | <p>Communicating with professional and managerial staff</p> <p>Experience of managing a diverse workload - Negotiating work schedules with contractor</p>      |

|                       |   |              |   |              |
|-----------------------|---|--------------|---|--------------|
|                       | Working independently and with a team and deal with unforeseen issues in ever changing circumstances<br><br>Exposure to preparing and presenting information in the form of updates or options for discussion |              | Monitoring progress on work done by others and maintaining systems for tracking progress<br><br>Scheduling work with multiple constraints   |              |
| <b>Qualifications</b> | NTU graduate undergraduate degree of 2:1 or above, obtained within the last two years and which included research methods and content applicable to evaluation  |              | MPhil/PHD   |              |
| <b>Competencies</b>   | <b>COMPETENCY - ESSENTIAL</b>   | <b>LEVEL</b> | <b>COMPETENCY - DESIRABLE</b>   | <b>LEVEL</b> |
|                       | <b>Team Working:</b><br>Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team.  | <b>2</b>     | <b>Leading and Coaching:</b><br>Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example.                                | <b>1</b>     |
|                       | <b>Creativity and innovation:</b><br>Seeks out, reviews and integrates new ways of working to improve delivery of service   | <b>2</b>     | <b>Adaptability:</b><br>Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDR and takes responsibility for keeping professional skills and knowledge up to date. | <b>1</b>     |
|                       | <b>Communicating and Influencing:</b><br>Communicates information effectively to a wide range of diverse stakeholders, influencing events.  | <b>2</b>     | <b>Customer Focus:</b><br>Is professional and polite in all dealings with customers, providing a quality service.   | <b>1</b>     |
|                       | <b>Making informed decisions</b><br>Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.                             | <b>2</b>     |   |              |
|                       | <b>Organisation and Delivery:</b><br>Plans time taking account of organisational priorities and other colleagues' work roles to achieve results   | <b>2</b>     |   |              |

**\* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**