

Recruitment person specification

Post being recruited for: ...research assistant.....

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Written communication eg composing leaflets, literature reviews, research summaries, infographics, reports, research papers and presentations Research design, needs analysis, collecting qualitative and quantitative data, analysing data using statistics, presenting data in various ways that understood by others, writing reports supporting the creation and delivery presentations Managing several tasks and deadlines simultaneously Prioritising and planning tasks managing time Working independently and with a high level of reflection and self evaluation	Preparing, delivering and evaluating interventions Responsibility for collection, maintenance, collation and analysis of data Engaging with a range of stakeholders including education professionals, local authority colleagues, children and young people, parents and carers, external organisations and academic professionals Undertaking and writing up research involving children and young people
Knowledge, skills and understanding	Communicate and develop relationships with range of stakeholders and colleagues both adults, children and young people Use IT and statistics packages to compile reports, analyse data and present research findings Decision making around scope and content of research activities and conclusions in order to fulfil the research brief Creativity and initiative	Understanding and complying with professional ethics and confidentiality requirements, including data protection, information sharing and security Referencing and citation formats
Qualifications and training	Educated to degree level	
Job specific requirements	Maintain accurate and detailed records of work to support recommendations and conclusions contained within reports and presentations Working in the office a minimum of two days per week	Devise and use appropriate improvement methodology and research methods which are capable of identifying change and improvement