



PERSON SPECIFICATION

Details of Person Specification

Job Title:	Research Assistant	Date:	January 2022
Prepared by:	Sam Scott		
Designation:	Deputy Head of Academic Partnerships		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Very good communication skills and interpersonal skills to undertake work activities in accordance with Moray College UHI Values and Culture.	Interview
	Ability to undertake specific research activities for example literature searches, qualitative and quantitative data collection and analysis.	Application/Interview.
	Excellent organisational skills including the ability to manage a diverse and busy workload, plan effectively and work to deadlines on own initiative.	Application/Interview
	Good analytical skills and judgement with the ability to analyse and resolve problems, identifying practical solutions	Application/Interview

	Desirable Current knowledge of the structure, organisation and personnel roles within a research environment. IT skills e.g. Microsoft packages, data base/spreadsheet, basic statistical analysis packages) Experience of basic report-writing, particularly in a technical research environment	Application/Interview Application form Application/ Interview
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2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Qualified to SCQF level 9 in a relevant discipline and/or equivalent recent experience/ learning in a relevant discipline.	Application form
	Desirable Relevant postgraduate qualification (Masters) or willingness to work towards a postgraduate qualification in an appropriate discipline. Willingness and ability to undertake and/or continue professional development in a relevant discipline	Application form Application/Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential An innovative approach to work methods. Ability to work well under pressure, meet deadlines and give attention to detail and accuracy. A good level of accuracy.	Interview Application/Interview Application/Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential Ability to communicate clearly, concisely and with appropriate tone, both verbally and in writing. Also to have the confidence for presenting to small/medium groups. Ability to work well within a team, including the ability to provide support and motivation to team members. Ability to work well with minimum supervision, with flexibility, a positive and proactive approach to change and a willingness to get involved in all aspects of research development.	Interview Application/ Interview Interview
	Desirable Ability to establish credibility quickly and build effective working relationships within the research environment.	Application/ Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Commitment to the CORE values of Moray College UHI. Ability to work flexibly to meet the needs of the organisation. Commitment to and experience of promoting and embedding equality and diversity. Ability to work safely in a College environment	Interview Interview Interview Interview
	Desirable	