

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

**Job Title: Partnerships and External  
Engagement Officer**

**Department: Research & Innovation**

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
<i>Undergraduate degree</i>		X	<i>Application form/Interview</i>
<i>Graduate degree</i>		X	<i>Application form/Interview</i>
<i>Desk research skills</i>	X		<i>Application form</i>
<i>Current student at Royal Holloway</i>	X		
<i>Basic understanding of the knowledge exchange agenda in the Higher Education sector</i>	X		<i>Application form</i>
<b>Skills and Abilities</b>			
<i>Excellent co-ordination skills</i>	X		<i>Application form/Interview</i>
<i>Good interpersonal skills</i>	X		<i>Interview</i>
<i>Good communication and writing skills</i>		X	<i>Application form</i>
<b>Experience</b>			
<i>Project co-ordination</i>	X		<i>Application form/Interview</i>
<i>Working with non-academic stakeholders</i>		X	<i>Application form/Interview</i>
<i>Organising meetings or events</i>		X	<i>Application form/Interview</i>