



Policy & Market Research Development Coordinator Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Hold a degree level qualification.	*	
Qualification in conducting research or project management.		*
EXPERIENCE		
Experience of working with students or volunteers.	*	
Experience of compiling surveys, analysing research data & report writing.	*	
Excellent understanding of issues affecting the Higher Education Sector.		*
Experience of working in a membership led or democratic organisation.		*
Experience of communicating with a diverse range of people, both individuals and groups.	*	
Previous involvement in project work and project planning.		*
Experience of analysing and manipulating statistical data.	*	
Experience of conducting qualitative and quantitative research.	*	
Experience of writing detailed reports and presenting them.	*	
Being able to prepare briefings on documents and policies.	*	
Experience of maintaining records and databases of information.		
SKILLS		
General IT skills including a working knowledge of Microsoft Office.	*	
Excellent interpersonal skills- able to communicate well both written and verbally.	*	
Strong time management skills – able to meet tight deadlines and cope with varying workloads.	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities.		*
Possess a positive attitude to work and ability to organise own workload.		*
Able to work as part of a team as well as under own initiative	*	
Commitment to the delivery of high standards of customer service.	*	