

Personnel Specification

The Personnel Specification shows essential skills, abilities knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job Title: Research Officer

Factor	Essential Criteria
Qualifications and Experience	<ul style="list-style-type: none"> • Third level qualification in a relevant discipline and a minimum of two years work experience in a research role, to include recent relevant and proven experience of planning and undertaking social research. • Good problem solving ability and ability to work both collaboratively and on own initiative whilst demonstrating the determination to see jobs through to satisfactory resolution. • Delivering research projects to agreed deadlines and communicating research findings for non-technical audiences. • Computer literate to include extensive use of internet, email, word processing, spreadsheets, PowerPoint, desktop publishing and databases.
Skills and Aptitude	<ul style="list-style-type: none"> • Understanding of social science research methods and tools. • Ability to communicate clearly both orally and in writing at all levels and across all sections of the private, public, community and voluntary sectors. • Excellent presentation skills using PowerPoint and the ability to adjust the format, style and content of communications to suit requirements. • Ability to organise workload to achieve set objectives where there may be conflicting demands and priorities. • Ability to build constructive working relationships with colleagues and stakeholders.
Special Circumstances	<ul style="list-style-type: none"> • Ability to work flexible, unsocial hours and to travel throughout Northern Ireland, UK and elsewhere at times demanded by the job.

Employers For Childcare

Knowledge and Understanding

- A knowledge and understanding of issues facing working parents in Northern Ireland