



PERSON SPECIFICATION

Post	Graduate Opportunity – Research and Information Officer
Reporting to	APSE Scotland Principal Advisor
Grade	SCP5 – 11
Post Purpose	To assist in the preparation and dissemination of the Association’s research, briefings and events programme, monitoring and researching local developments within the public sector and supporting the membership of the Association

ATTRIBUTES		E	D	ID
QUALIFICATIONS & TRAINING	Undergraduate degree in relevant field (e.g. Politics, History, Public Service Management etc)	X		A
	Nat 5 (Grade A-C)	X		A
RELEVANT EXPERIENCE AND ABILITIES	Able to use a range of computer applications at an intermediate level including Microsoft Office and Microsoft Teams	X		A, T & I
	Experience of delivering excellent customer service and ensuring customer satisfaction, able to communicate articulately at all levels		X	A & I
	Experience of using databases and working with data	X		A, T & I

	Experience of researching and analysing complex topics, able to present findings in a simplistic form to a varied audience.	X		A, T & I
	Excellent written, numerical and analytical skills	X		A, I & T
	Able to organise multiple priorities and manage own workload, working to tight deadlines.	X		A, I
	Able to support the preparation and delivery of events		X	A & I
	Experience of working within a team to achieve set targets	X		A & I
	Willingness and ability to adapt to change	X		A & I
OTHER	Commitment to the achievement of equality of opportunity in all aspects of employment, customer service and training	X		A & I
	Able to meet APSE's standard of attendance	X		A & I
	Able to undertake a limited amount of travelling / limited amount of out of office hours work, for which appropriate compensation will be provided	X		A & I

ID	How identified	Requirements		
			Type	Number
A	Application Form			
I	Interview	E	Essential	12
T	Test	D	Desirable	2
P	Presentation			