# Some Examples of Knowledge, Skills and Experience - Talent Register

#### Research

- 1. Two years post-doctoral research, including: reviews of policy documents and literature; interviews and case studies; qualitative data analysis using computer software; contributing to reports and academic papers; conference presentations and workshops.
- 2. Several years experience of research in social sciences, including: project management; systematic review; survey design and analysis; advanced quantitative methods; writing reports to funding agencies; disseminating findings to practitioners; 10 articles in peer-reviewed journals; 6 book chapters; post-graduate supervision and examination.

### **Administration**

Five years experience in professional administration, including servicing formal committees, researching policy issues, writing papers/reports, data analysis, providing advice on policy matters, liaising with staff at all levels. Degree qualified, with advanced Excel skills and particular knowledge of student services and admissions.

### Clerical

One year relevant office experience, including implementing and maintaining paper and electronic filing systems, ability to prioritise tasks and work independently if required; excellent communication and inter-personal skills. A good standard of education with knowledge of office procedures; a good working knowledge of Microsoft Word and Excel.

### **Secretarial**

Two years experience working in a busy office, including managing and filtering telephone calls and correspondence, diary management; room bookings; making travel arrangements; excellent communication and interpersonal skills. Educated to standard grade level with good IT skills and proficiency of Microsoft Office packages. Experience working in an HE environment.

#### IT

Several years experience in the IT sector, including teaching, server administration, scripting/programming experience, first line and second line support, experience of Macs, Linux and Windows. Degree in a relevant discipline; excellent communications skills; and experience working in an HE environment.

## **Technical**

Experience in molecular biology, electrophysiology, microbiology, histology, cell culture Competent in windows media packages Excel, Access, Word etc and analysis programmes such as sigma plot Experience of lab management, development of risk assessments and COSHH assessments Knowledge of healthy and safety Experience in working with ionising radiation, genetically modified organisms, hold a HO personal licence