

## **Person Specification Project Officer**



### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- A degree or equivalent qualification in a natural science or science-related subject or equivalent experience working in one of these areas
- Significant experience of cataloguing or data entry
- An understanding of zoological nomenclature, systematics and taxonomy
- Experience with academic literature and library-based research
- Confident IT user with a working knowledge of Microsoft Office applications
- Able to prioritise workload, meet deadlines and pay close attention to detail
- Strong written communication skills
- Effective interpersonal skills at all levels
- Commitment to equality, diversity and anti-discriminatory practice

#### **Desirable**

- An interest in marine biology, particularly Ostracods
- Familiarity with biological specimens particularly slide specimens
- Experience with museums' collections management software
- Experience of writing engaging content on science related topics for non-specialist audiences

### **Part B**

The following criteria will be further explored at the interview stage:

#### **Essential**

- Experience of cataloguing and data entry
- Experience of zoological nomenclature, systematics and taxonomy
- Experience with academic literature and library-based research
- Able to prioritise workload, meet deadlines and pay close attention to detail.
- Effective interpersonal skills at all levels
- Commitment to equality, diversity and anti-discriminatory practice

#### **Desirable**

- An interest in marine biology, particularly Ostracods
- Familiarity with biological specimens particularly slide specimens

#### **Additional Information:**

- The job role will require some travel between TWAM venues.