POST: Committee Specialist – Science and Technology
Closing Date: 31 December 2013 (23:59)

Experience and skills*

As part of the online application process, you will be asked to provide one or two specific examples of past achievement and/or training to demonstrate how you meet each criterion. Below are the criteria that have been identified as being essential or desirable for this post.

When providing answers to these statements, we recommend that you refer to the downloadable Guidance and Interview tips sheet.

Essential:

01. Up to date subject knowledge (or a demonstrable ability to acquire specialist knowledge) and the ability to rapidly acquire knowledge in sometimes unfamiliar areas relevant to the Committee

02. Ability to research and collate material from a range of sources and to analyse it to develop well argued, evidence-based conclusions

03. High-level written and oral communication skills, including the ability to explain complex information clearly, impartially and succinctly to a non-specialist audience

04. Interpersonal skills to build and maintain effective working relationships with a wide variety of people, both internal and external

05. Strong organisational skills, with demonstrable experience of planning and prioritising your own work to meet strict deadlines

06. Experience of working effectively within a team

07. An understanding of the work of select committees and the process of policy formation within a political environment