#### 1. Research Skills

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| **Research Skills** |
| **Skill**  | **Best current example**  | **Ways to improve if necessary**  |
| Gather relevant information using relevant resources | Eg: experienced in retrieving relevant information from SPQR, tetro, UP50 and rAndOm databases | Learn to use Hyper-vox database |
| Understand, analyse and synthesise large quantities of information for relevant material |   |   |
| Design and analyse surveys |   |   |
| Design an experiment, plan or model that defines a problem, tests potential resolutions and/or implements a solution |   |   |
| Develop organising principles to sort and evaluate data effectively |   |   |
| Undertake qualitative interviews and organise and run focus groups |   |   |
| Formulate research questions and design a research programme |   |   |
| Make grant applications and budget research funding |   |   |
| Design an experiment, plan or model that defines a problem, tests potential resolutions and/or implements a solution |   |   |
| Set up and run laboratory experiments |   |   |
| Competence with laboratory equipment | Eg: competently able to use particle accelerator to analyse place vs. direction displacement of sub atomic particles |   |
| Operate statistical packages to analyse data |   | Update SPSS and Statsgo skills |

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#### 2. Transferable Skills

Think of these in category headings – here are some examples

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| **Project management and organisation**  |
| **Skill**  | **Best current example**  | **Ways to improve if necessary**  |
| Manage a project from beginning to end |   |   |
| Manage several projects at once |   |   |
| Identify goals/ tasks to be accomplished |   |   |
| Develop realistic timelines |   |   |
| Anticipate potential problems |   |   |
| Approach problems/changes with flexibility |   |   |

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| **Written and oral communication**  |
| **Skill** | **Best current example**  | **Ways to improve if necessary**  |
| Prepare concise and logically written material |   |   |
| Organise and communicate ideas effectively in oral presentations to large and small groups |   |   |
| Ability to write at all levels for a wide range of audiences |   |   |
| Attentive to audience knowledge and needs and able to shape written and oral communications accordingly |   |   |
| Explain difficult or complex concepts in basic terms and language |   |   |
| Knowledge of other languages |   |   |

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| **Interpersonal and leadership**  |
| **Skill**  | **Best current example**  | **Ways to improve if necessary**  |
| Facilitate group discussions and conduct meetings |   |   |
| Motivate others to complete projects |   |   |
| Effectively mentor subordinates and peers |   |   |
| Collaborate on projects |   |   |
| Teach skills and concepts to others |   |   |
| Able to navigate complex bureaucratic environments\* |   |   |
| Cultural knowledge | Eg: Familiar with a variety of different cultural contexts as a result of growing up in Algeria, studying in France and completing my PhD in New Zealand |   |

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| **Self-management and professional development**  |
| **Skill**  | **Best current example**  | **Ways to improve if necessary**  |
| Time management - work productively under pressure and meet deadlines |   |   |
| Work effectively with limited supervision |   |   |
| Attention to detail |   |   |
| Able to see the big picture |   |   |
| Ability to plan strategically and set goals and targets |   |   |