#### 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 |  |  |