

## Person specification

## Research Analyst (Japan)

| <b>REQUIREMENT</b>   | <b>Method of assessment if not by interview</b>             |
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| <p><b>Skills &amp; Abilities</b></p> <p><i>Essential</i></p> <ol style="list-style-type: none"><li>1. Fluent Japanese speaker and excellent written Japanese</li><li>2. The ability to discern relevant patterns and trends, performance or events; to identify significant aspects of these for our work and to devise appropriate indicators and research or information systems for others based upon them.</li><li>3. Ability to follow established procedures to analyse information and to classify large amounts of data or other information (such as questionnaire responses or policy statements) and aggregating it into a useable format for clients (or similar).</li><li>4. Ability to communicate complex material clearly both verbally and in writing and to summarise written material.</li><li>5. Good interpersonal and communications skills necessary to maintain or develop the good working relationships that are relevant to the job</li><li>6. Office IT skills including the use of databases, spreadsheets, word processing packages (30 wpm minimum) and electronic information sources. The skills required to analyse and manipulate data in bulk using Access, Excel or equivalent and to define new queries or filters and lookups in one or the other.</li><li>7. Good level of numeracy including statistical analysis.</li></ol> <p><i>Desirable</i></p> <ol style="list-style-type: none"><li>8. Good presentation skills.</li><li>9. More advanced IT skills.</li></ol> | <p>Test</p> <p>Test</p> <p>Test</p> <p>Test</p> <p>Test</p> |
| <p><b>Knowledge</b></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <ol style="list-style-type: none"><li>10. Broad knowledge of issues in CSR (Corporate Social Responsibility) and an idea of how companies can address these issues in their corporate strategies. This knowledge could have been gained through work or academic study</li><li>11. A good understanding of and empathy with Japanese culture and business</li></ol> <p><i>Desirable</i></p> <ol style="list-style-type: none"><li>12. Detailed knowledge of CSR issues and SRI (Socially Responsible Investment)</li><li>14. Excellent knowledge of Japanese culture and business</li></ol>  |   |

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| <p><b>Experience</b></p> <p><i>Essential</i></p> <p>15. At least one year's experience of working in a Japanese organisation in Japan using Japanese as the main language <i>or</i> Japanese educated up to degree level</p> <p>16. Experience of research or similar work on CSR issues. This should include researching CSR impacts or performance of either companies, industries, local authorities or other organisations.</p> <p><i>Desirable</i></p> <p>17. Previous experience of setting up or improving information collection, data analysis or storage systems</p> <p>18. Previous experience of conducting seminars, making presentations or leading meetings</p> |  |
| <p><b>Education</b></p> <p><i>Essential</i></p> <p>19. A 2:2 degree in a relevant subject</p>  |  |
| <p><b>Attitudes &amp; Interests</b></p> <p><i>Essential</i></p> <p>22. Keen to work in a mixed culture team</p> <p>23. Understands and is committed to equal opportunities.</p> <p>24. Methodical, pays attention to detail</p> <p>25. Flexible approach, adaptable to change and willing to take on and learn new tasks</p> <p>26. Ability to work on your own and as part of a team while referring appropriate matters to your line manager and others.</p> <p>27. A readiness to undertake routine repetitive tasks when necessary.</p> <p>28. An interest in the work EIRIS does</p>  |  |

Date: January 2005