

PERSON SPECIFICATION

Department : Planning and Economic Regeneration
Job Title : Economic Regeneration Officer
Prepared by : Denise Vine - Group Head of Economy
Date : March 2015

ESSENTIAL	DESIRABLE	MEANS OF TESTING
<p>Education / Training</p> <ul style="list-style-type: none"> • Relevant Degree or equivalent. 	<ul style="list-style-type: none"> • Project management qualification such as PRINCE 2 or equivalent 	Application Form / Certificates
<p>Experience</p> <ul style="list-style-type: none"> • A proven track record of effectively project managing and successfully delivering complex projects. • Demonstrable evidence of working effectively with a wide range of internal and external bodies, successfully influencing partners and ensuring good relationship management. • At least 2 years post-qualification experience in economic development activities or similar related discipline. 	<ul style="list-style-type: none"> • Letting and managing construction contracts using formal procurement techniques • Understanding of Local Government. • Budget management and value engineering 	Application Form / Interview
<p>Abilities</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and oral. • Good interpersonal skills and strong relationship builder. • Numerate, detail-orientated & accurate. • Well-organised, with good planning and scheduling skills. • Able to prioritise and work to deadlines. • Ability to work as part of a team and using own initiative. • Able to lead and manage a Project Group • The ability to provide robust recommendations on proposed courses of action to senior managers. 	<ul style="list-style-type: none"> • Good negotiation & influencing skills. • Creative problem solving • Proficient in Microsoft Office and Project or similar 	Application Form / Interview

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Motivation <ul style="list-style-type: none"> • Self-motivated with a proven record of meeting your targets • Self-starter, able to work independently • Delivery focused. • Commitment to high standards in terms of efficiency and performance • Capable of working collaboratively with multi-disciplinary teams 	<ul style="list-style-type: none"> • Self-development and developing others. 	Application Form / Interview
Personality <ul style="list-style-type: none"> • Enthusiastic and keen to succeed. • Enjoys multi-tasking. • Has a professional approach. 		Interview
Circumstances <ul style="list-style-type: none"> • Able to undertake occasional evening / weekend work 		Interview
Other <ul style="list-style-type: none"> • Willing to undertake training if required. 		Interview
Health and Safety <ul style="list-style-type: none"> • Does this post involve working with VDUs? • Any manual handling involved? • Any other H&S issues to be considered? 	Yes No No	

PLEASE NOTE : If nothing is stated under “Essential” or “Desirable”, there are no specific requirements within that relevant criterion.