

## Tunbridge Wells Borough Council

### Person Specification



**POST TITLE:** Graduate Economic Development Officer

**GRADE:** C

**SERVICE:** Economic Development

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	Experience of working on projects alone and with others  Experience of analysing and summarising complex information and data  Experience of undertaking research	Experience of working in an office environment  Experience of administrative work  Experience of working with social media and websites	Application form and interview
<b>QUALIFICATIONS /TRAINING</b>	Degree in a relevant subject (e.g. Geography, Town/Urban Planning, Sustainable Development, Economics, Business or other)		Application form and interview
<b>KNOWLEDGE</b>	Understanding of Economic Development issues that a Local Authority might seek to address	Understanding of the Planning Process  Understanding of Marketing & Communications principles	Application form and interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	Excellent written and verbal communication skills  Able to produce clear, well-structured reports and briefs  Excellent IT skills including Word, Excel, Outlook and PowerPoint  Excellent organisational skills and attention to detail  An understanding of and the ability to demonstrate collaborative working		Application form and interview

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
	<p>Excellent problem-solving abilities with innovative approaches</p> <p>Ability to use persuasion, diplomacy, and negotiation to achieve results</p> <p>Good analytical skills and able to accurately calculate, analyse and interpret data sets</p> <p>Effectively manage time and meet necessary deadlines</p>		
<b>DISPOSITION/ ATTITUDE</b>	<p>Positive, confident, approachable, and enthusiastic</p> <p>Likes a challenge and to see projects through to completion</p> <p>Works well under pressure and can adapt communication style</p> <p>Keen to develop own knowledge within their field of expertise and committed to ongoing professional development</p>		Application form and interview
<b>SPECIAL REQUIREMENTS</b>	Willing and able to work occasional evening and/or weekend	Driving licence holder.	Application form and interview