

PERSON SPECIFICATION

Economic Development Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Must be highly motivated and enthusiastic	E	1,3
Personal Skills	Ability to work within a diverse team	E	1,3
Personal Skills	Excellent communication skills, both written and verbal	E	1,3
Personal Skills	Organisational skills to take on a wide range of issues and tasks at the same time	E	1,3
Personal Skills	Analytical skills, to gather and analyse information and data from a variety of sources	E	1,3
Personal Skills	Ability to work to deadlines, often under pressure	E	1,3
Personal Skills	Project management skills	E	1,3
Personal Skills	Ability to represent the Council at senior level with effective interpersonal and presentation skills	E	1,3
Personal Skills	Have project skills.	E	1,3
Personal Skills	Negotiation and persuasion skills	E	1,3
Personal Skills	Ability to write reports and provide briefing notes	E	1,2,4
Experience	Local Government experience	D	1
Experience	Previous work within economic development	D	1,3
Experience	Experience of prioritising workloads	E	1,3
Experience	Experience of working with a diverse range of organisations	E	1,3
Experience	Experience of securing external funding, monitoring returns, managing budgets and measuring performance against targets	D	1,3
Experience	Developing and coordinating partnerships	E	1,3
Experience	Audit and record keeping	E	1,3
Experience	Developing policy and strategy	D	1,3
Attainments/Qualifications	Educated to degree level or equivalent	D	1,4
Knowledge	An understanding of local, regional and national funding streams for economic development and regeneration	D	1,3
Knowledge	Knowledge of the local business support/training organisations and networks	E	1,3
Knowledge	Computer literate	E	1,3
Special Requirements	Able to work outside office hours, including evening meetings	E	3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

