

PERSON SPECIFICATION

TMPPCO – TMP CCity Project Officer

| Specification Type | Additional/changed requirements | E/D | Measure |
|--------------------------------------|---|-----|---------|
| Qualifications & Training | Good educational background (minimum GCSE's A-C in Maths and English or equivalent) | E | 1,4 |
| Qualifications & Training | Project management qualification or equivalent experience | E | 1,4 |
| Qualifications & Training | Recognised IT qualification | D | 1,4 |
| Knowledge & Experience | Working knowledge of Microsoft Office applications, including Microsoft Word, Excel and Outlook | E | 1,2 |
| Knowledge & Experience | Experience of planning and delivering events and conferences | E | 1,3 |
| Knowledge & Experience | Experience of producing communications material | E | 1,3 |
| Knowledge & Experience | Experience of managing budgets | E | 1,3 |
| Knowledge & Experience | Liaising with a wide range of stakeholders | E | 1,3 |
| Knowledge & Experience | Understanding of issues affecting local government | E | 1,3 |
| Knowledge & Experience | Understanding of arts and culture sector | E | 1,3 |
| Skills & Abilities | Ability to work using own initiative and unsupervised | E | 1,3 |
| Skills & Abilities | Ability to manage time effectively | E | 1,3 |
| Skills & Abilities | Ability to work as part of a team | E | 1,3 |
| Skills & Abilities | Ability to work to a high level of accuracy | | 1,3 |
| Skills & Abilities | Excellent communication and interpersonal skills | E | 1,3 |
| Skills & Abilities | Effective presentation skills | E | 1,2,3 |
| Skills & Abilities | Ability to work within set timescales and meet deadlines | E | 1,3 |
| Skills & Abilities | Aptitude to identify and resolve issues | E | 1,3 |
| Skills & Abilities | Ability to maintain clear, concise and accurate records | E | 1,3 |
| Skills & Abilities | Enthusiastic and self-motivated | E | 1,3 |
| Skills & Abilities | Ability to influence, encourage and motivate others | E | 1,3 |
| Other Requirements | Some evening/ weekend work may be required | D | 1 |

Car Allowance:

This post does not carry 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]