# **PERSON SPECIFICATION: Local Access Forum Development Officer POST REFERENCE: 101506**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Specific qualifications (or equivalents)** | * NVQ Level 3 in Business, Admin or equivalent (F) | * Public Relations or communications experience (F). |
| * **Work or other relevant experience** | * Experience in working in a multi disciplined team (F/I/R). * Experience in administrative issues including working with/in Local Authorities (F/I/R) * Demonstrable experience in community engagement and liaison (F/I/R). * Experience of preparation, writing and producing desk top publishing materials (F/I) * Experience of working productively, guiding and negotiating with other agencies, and promoting joint working (F/I) | * Demonstrable experience in community development (F/I/R). * Experience in budgetary management (F/I). * Experience of working with sensitive or confidential information (F/I) * Experience of dealing with officers and Councillors across different functional/authority areas (F/I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | * Communication skills – demonstrates the ability to relate complex issues simply both verbally and on paper (F/I/R). * Demonstrate ability to work as part of a team or on one’s own, when necessary (F/I). * Demonstrate ability to maintain accurate records (F/I) * Demonstrate diplomacy and positive attitude when resolving questions (F/I). * Excellent organisational skills and ability to coordinate a variety of different projects and events (F/I) * Competent with computer software, including Microsoft packages/software (F/I/R) * Able to plan and organise one’s own workload, work, under pressure and to meet deadlines (F/I) * Ability to work in complex and conflicting situations and to develop creative solutions (F/I) | * Able to produce public informative displays (F/I). * Willingness to participate in events (I). * Practical knowledge of rights of way legislation and practise (F/I) * Understanding of the information related to Secretary of State guidance on Local Access Forums in England (2007) (F/I/R). | |
| * + **General competencies** | * Full Driving licence. (F) * Ability to occasionally work alone (F/I) * Willingness to attend meetings outside normal working hours, when required (F/I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.