# **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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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).
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| * **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)
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| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **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).
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| * + **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.