

Person Specification Economic Development Officer



Part A:

The following criteria (experience, skills qualifications) will be used to short list at the application stage:

Essential

- Candidates will most likely be working (or have worked) in business environment
- Demonstrate the ability to understand the needs of SME's
- Ability to identify business opportunities and can act on them.
- A sound understanding of the key components to successful economic development
- Demonstrable experience of a range of programme delivery models and project procurement routes.
- Demonstrable evidence of knowledge and application of external funding terms and conditions, rules and regulations including Government / European and Other Funding sources.
- Evidence of inclusive approach with the interpersonal skills to support partnership working.
- Evidence of collaborative working with internal and external partners at a senior level.
- Experience with evidence of the effective management of budgets
- Detailed understanding of project and programme management tools and methodologies
- Experience of analysing complex information from a range of sources to identify gaps in programme portfolio to advance priorities
- Experience of producing specifications, project appraisals and implementing financial and output monitoring mechanisms
- Ability to work to strict deadlines and a varying workload with competing demands
- Degree level education or equivalent experience in economics and development, business development, or economic regeneration

Desirable

- Experience of managing risk in the delivery of programmes and projects
- Ability to manage resources effectively to achieve strategic outcomes
- IT Skills including thorough knowledge of MS Office applications and Microsoft Project
- Knowledge of local authority structures and processes
- Experience of policy and/or strategy development
- Experience of developing and implementing communication plans

- Ability to engage effectively with external partners and stakeholder organisations and services

Part B

The following criteria will be further explored at the interview stage:

- Experience and knowledge of the current policy setting for local government
- Understanding of the principles and practice of programme, project and risk management
- Credibility with a wide range of partners
- Ability to represent the Council's interests effectively when dealing with external partners and advisers.
- Experience of working with multi-functional teams
- Committed to personal learning and professional development
- Commitment to equality and diversity through delivery of effective public services

Additional requirements