# **PERSON SPECIFICATION: YEI CONTRACT OFFICER**

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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) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Good general level of education including GCSE English & Mathematics grades A-C or equivalent. (F) * NVQ level 4 in Information, Advice & Guidance or related subject (F) | * Quality Assurance qualification. (F) |
| * **Work or other relevant experience** | * Experience of contract management including monitoring Delivery Partners to ensure contractual obligations are met. (F) (I) * Development of Quality Assurance systems (F) (I) * Partnership development (F) (I) * Monitoring financial claims (F) (I) * Experience of working with external partners (F) (I) * Working with external bodies and agencies (F) (I) * Practical experience or involvement in delivering multi-strand projects (F) (I) | * Experience of quality standards such as Matrix. (F) (I) |
| **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** | * An excellent understanding of DWP/ESF rules and regulations. (F) (I) * An excellent understanding of the Quality cycle. (F) (I) | tieodeo | |
| * + **General competencies** | * Good ICT skills (F) (I) * Ability to deliver projects to tight deadlines, achieving all outputs and within budget (F) (I) * Ability to work on own initiative and as part of a team (F)(I) * Good problem solving skills (F)(I) * Sound communication skills both written and oral (F) * Ability to work with a wide range of people. (F)(I) * Ability to travel independently. (F) |  | |
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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.