# **PERSON SPECIFICATION: YEI CONTRACT OFFICER**

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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) |
| * **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)
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| * **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)
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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**
 | * An excellent understanding of DWP/ESF rules and regulations. (F) (I)
* An excellent understanding of the Quality cycle. (F) (I)
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| * + **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.