

Person Specification

AEB Policy Officer



Part A:

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

Essential:

1. Knowledge of Adult Education needs in the North of Tyne region.
2. Experience undertaking policy analysis and development across the Adult Education sector.
3. Excellent writing skills and the ability to present complex issues for a range of audiences.
4. Experience in developing policy research projects.
5. Understanding of the national policy context impacting on local government.
6. A clear commitment to continued professional development.
7. Track record of developing policy options and advising senior colleagues and / or politicians.
8. Ability to develop and maintain strong relationships with colleagues and partners.
9. Experience of analysing and interpreting complex information and using this to inform policy development.
10. Ability to manage projects to deadlines and within agreed budgets.

Part B

The following criteria will be explored further at interview stage:

- Knowledge of the Adult Education sector.
- Ability to operate effectively in a politically-led organisation.
- Communication Skills
- Ability to contribute effectively to development of policy in a complex organisation.
- Approach to interpreting, analysing and making recommendations in relation to areas of policy and complex issues
- Approach to working with stakeholders
- Approach to problem solving
- Ability to work collectively as part of a team
- Approach to prioritisation and managing workload.
- Effective problem solving and decision-making skills.