**PERSON SPECIFICATION**

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| **Post Title:**Digital Development Officer |  |

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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | Educated to degree level in a directly relevant subject area, or equivalent demonstrable knowledge gained through substantial and relevant work related experience. |  | Application |
| **Experience and knowledge** | Understanding of key policy areas relevant to the work of the Combined Authority and the Tees Valley Local Enterprise Partnership  Experience of report writing and preparing briefings  Experience of presenting information in a variety of ways  Successful record of planning, prioritising and producing work of a high standard  Experience of working with representatives from the private sector  Experience of working with partner organisations | Understanding of national and/or local policy making processes  Experience of working within the private sector, or with a Local Enterprise Partnership  Experience of research and policy analysis  Recognised Project Management methodology  ITIL qualification or experience with ITSM methodologies and practices. | Application & Interview |
| **Skills** | Excellent communication skills  Excellent IT skills (Microsoft suite of products – word, excel etc)  Research and report writing skills  Presentation skills  Ability to maintain productive working relationships with private sector partners, Elected Members, Officers and other stakeholders  Ability to work within a political environment and demonstrate political awareness and sensitivity  Highly organised and detailed approach to Project and Operational duties  Ability to prioritise own workload and work to tight deadlines  Ability to communicate orally and in writing with a wide range of people  Ability to understand and communicate technical matter to non-technical colleagues and partners  Ability to work on their own initiative at all levels  Ability to analyse and interpret information relevant to users’ needs  A keen interest and proven capability in a broad area of Digital technologies. | Up to date knowledge of the economic challenges and opportunities in Tees Valley.  Thorough understanding of the role and remit of the organisation | Application & Interview |
| **Personal Attributes** | A working style which commands confidence and respect of Members, Officers and private sector partners  An enthusiastic and positive person  A self-motivated team player, committed to achieving joint objectives  Highly organised and self-disciplined  Tact combined with assertiveness where appropriate |  | Application & Interview |