**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 PartnershipExperience of report writing and preparing briefingsExperience 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 processesExperience of working within the private sector, or with a Local Enterprise PartnershipExperience of research and policy analysis Recognised Project Management methodologyITIL qualification or experience with ITSM methodologies and practices. | Application & Interview  |
| **Skills** | Excellent communication skillsExcellent IT skills (Microsoft suite of products – word, excel etc)Research and report writing skillsPresentation skillsAbility to maintain productive working relationships with private sector partners, Elected Members, Officers and other stakeholdersAbility to work within a political environment and demonstrate political awareness and sensitivityHighly organised and detailed approach to Project and Operational dutiesAbility to prioritise own workload and work to tight deadlinesAbility to communicate orally and in writing with a wide range of peopleAbility to understand and communicate technical matter to non-technical colleagues and partnersAbility to work on their own initiative at all levelsAbility to analyse and interpret information relevant to users’ needsA 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 personA self-motivated team player, committed to achieving joint objectivesHighly organised and self-disciplined Tact combined with assertiveness where appropriate  |  | Application & Interview  |