



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### PERSON SPECIFICATION

**POST TITLE:** Project Officer (LGA Coastal SIG)

**GRADE:** Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Degree level OR considerable professional experience</li> </ul>	<ul style="list-style-type: none"> <li>Professional membership</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a local government setting</li> <li>Experience of working with a range of internal and external agencies</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Comprehensive understanding of a political environment</li> <li>Excellent written and verbal communication skills</li> <li>Able to produce clear, well-structured reports and briefings</li> <li>Able to organise external meetings, conferences and events</li> <li>Able to take ownership of secretariat responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Flood and Coastal Risk Management</li> <li>Knowledge of regeneration in seaside towns</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Able to work under pressure</li> <li>Positive and solution focused</li> <li>Flexible and pragmatic approach to work</li> <li>Committed to ongoing professional development and learning</li> <li>Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Prepared to work outside of normal office hours as required (SIG meetings held in London and elsewhere in the UK, national travel required)</li> <li>• Baseline security clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Basic check</li> </ul>
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