

## **Person Specification Programme Officer**

### **Part A**

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

#### **Essential**

- Experience of working on projects and programmes related to employment and skills.
- A track record of successfully working on a portfolio of projects and programmes, ensuring delivery targets are met in line with agreed timescales
- Experience of developing and managing information systems and processes to capture performance data, supporting programme delivery
- An exceptional eye for detail, ability to analyse and present high-quality performance information for a range of audiences
- An ability to identify patterns or trends in performance data and escalate areas of risk as appropriate
- Demonstrable experience of building and maintaining positive, collaborative working relationships with colleagues, partners and stakeholders
- Experience of working with stakeholders across the public and private sector, and of successfully working within a political environment
- Organisational skills
- An ability to manage own workload to planned timescales, amid conflicting demands
- Excellent written and oral communication skills
- Exceptional skills in Microsoft office, particularly Excel, Word and PowerPoint

#### **Desirable**

- An understanding of the vision and priorities of the North of Tyne Combined Authority
- Knowledge of Inclusive Growth principles and initiatives

### **Part B**

In addition to seeking further evidence on the above criteria, the following will also be explored at interview stage:

- Organisational skills
- Approach to project management
- Approach to building and maintaining relationships with stakeholders
- Approach to analysing and presenting complex information and thinking creatively and strategically to deliver outcomes
- Approach to working collaboratively to improve systems and processes
- Approach to problem solving
- Approach to working as part of a team
- Communication skills