

PERSON SPECIFICATION

Post Title: Skills Development Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Degree or equivalent in a relevant field or relevant and demonstrable professional experience in the field.	Evidence of Continuous Professional Development	Application
Knowledge and experience	<p>Demonstrable knowledge of current Tees Valley networks, the Tees Valley economy and business base.</p> <p>Demonstrable knowledge of business support, of particular importance People and Skills.</p> <p>Knowledge and experience of European Structural Investment Funds.</p> <p>Up-to-date knowledge of education, employment and skills policy and practice.</p> <p>Proven track record of employer engagement and relationship management.</p> <p>Proven competence to communicate, work and influence senior management within SME businesses.</p> <p>Track record of supporting business growth through workforce development.</p> <p>A successful record of planning, prioritising and producing work to a high standard.</p>		

Skills	<p>An understanding of relevant local and national policy relating to business and skills.</p> <p>Demonstrable understanding of the economic issues facing employers with the ability to work sensitively and at pace.</p> <p>Up to date knowledge of the present and future employment and skills issues facing the Tees Valley.</p> <p>High level of business acumen and communication skills to develop business led solutions.</p> <p>Ability to think creatively and take initiative.</p> <p>Ability to Influence, advise and guide businesses to make decisions.</p> <p>Full UK driving licence and ability to fulfil transport requirements of the post.</p> <p>Competent IT skills to effectively manage own workload and knowledge of specialist IT (Microsoft Word, Excel, PowerPoint).</p>		Application & Interview
Personal Attributes	<p>Motivated, enthusiastic and focussed with the ability to engage and influence a wide range of stakeholders, many in senior positions.</p> <p>Excellent communication skills.</p> <p>Strong team working.</p>		

	<p>Customer focused.</p> <p>Resilient, engaging and enthusiastic.</p> <p>Organised.</p>		
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