

PERSON SPECIFICATION

Post Title: Net Zero Projects Officer

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 experience.		Application
Experience and knowledge	<p>Understanding of key policy areas relevant to the work of the Net Zero Hub</p> <p>Experience of report writing and preparing briefings</p> <p>Experience of presenting information in a variety of ways</p> <p>Successful record of planning, prioritising and producing work of a high standard</p> <p>Experience of working with partner organisations</p>	<p>Understanding of national and/or local policy making processes</p> <p>Experience of working with multiple stakeholders</p> <p>Experience of drafting reports</p> <p>Experience of project support (communicating, collating information, working with colleagues to progress projects)</p>	Application & Interview

Skills	<p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Research and report writing skills</p> <p>Presentation skills</p> <p>Ability to prioritise own workload and work to tight deadlines</p> <p>Ability to work on their own initiative at all levels</p> <p>Ability to analyse and interpret information</p>	<p>Understanding of decarbonisation programmes and some of the challenges they face</p> <p>Understanding of the role and remit of the organisation</p> <p>Ability to maintain productive working relationships with private sector partners, Elected Members, Officers and other stakeholders</p> <p>Ability to work within a political environment and demonstrate political awareness and sensitivity</p>	Application & Interview
Personal Attributes	<p>An enthusiastic and positive person, interested in the realities, challenges and opportunities presented by decarbonisation</p> <p>A flexible approach to work, able to balance competing demands and change focus between administrative tasks, relationship building and support for project management</p> <p>Highly organised and self-disciplined</p>	<p>A self-motivated team player, committed to achieving joint objectives</p> <p>Tact combined with assertiveness where appropriate</p>	Application & Interview