

PERSON SPECIFICATION

Post Title: Project Support Officer – Skills

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to level 3 OR equivalent demonstrable knowledge gained through relevant work related experience.		Application form
Experience and knowledge	<p>Demonstrable experience of working and liaising with a wide range of partners within the public and private sectors; particularly the Further Education and skills sectors.</p> <p>Demonstrable understanding of the adult skills priorities of the Tees Valley.</p> <p>Demonstrable track record of working in a project/business support role.</p> <p>Experience of project operations and working in a team.</p> <p>Experience of obtaining relevant data from various sources to produce reports with experience of analysing, monitoring, reporting, disseminating and presenting performance data and other information to a variety of audiences within the public sector and their partners.</p> <p>Knowledge and understanding of marketing and communications tools and techniques and how to</p>	<p>Experience of working with different regulated or public sector funding streams.</p> <p>Experience of engaging with Government Departments.</p>	Application and interview

	<p>utilise them as part of project management.</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p>		
Skills	<p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Proven competency to collate, interpret and communicate complex technical information to assist senior management in the development marketing material and bespoke client responses.</p> <p>Excellent communication skills</p> <p>Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>	<p>The ability to communicate orally and in writing with a range of people, particularly public and private organisations.</p>	<p>Application and Interview</p>
Personal Attributes	<p>Strong Self-motivation and a 'can do-attitude'.</p> <p>Highly organised and flexible to manage several on-going tasks.</p> <p>Produces work to a high standard and motivates others to do likewise.</p> <p>Organised, adaptable and responsive to change.</p>		<p>Interview</p>