

# Grant Processing Officer

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

1. Ability to assess information and provide critical reasoning to make a decision.
2. Strong written and verbal communication skills
3. Experience of working in a customer facing environment.
4. Excellent organisational and workload prioritisation skills.
5. IT skills: knowledge of Microsoft Word, Access, and Excel, including experience of entering and extracting information from databases.
6. Ability to work collaboratively with colleagues and a range of stakeholders.
7. An understanding of the role or processes and procedures within a performance management environment
8. Ability to work as part of a team and on own initiative.
9. An understanding of the Council's Equalities policy

### Desirable

- Experience of assessing eligibility against specific criteria
- Knowledge of the Clean Air Zone Scheme
- Experience of Low Code processing system
- Ability to work in an evolving environment

### Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?