**Person Specification**

**Job title: Commercial/Business Development Officer Grade 6**

Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.

Each listed requirement will state how it will be assessed e.g. application form, interview, work-based test and certificate.

| **Essential Criteria** | **Method of Assessment** |
| --- | --- |
| **Qualifications /** **Professional Registration/****Membership** | Hold a degree relevant to the role. | Application form |
| **Experience** | Experience in delivering projects and meeting deadlines including the preparation of reports and other documents  | Application form |
| Experience of working with different stakeholders to achieve identified objectives. | Interview |
| **Skills, Knowledge, Ability (including ability** **to develop knowledge,** **skill or experience)** | Working knowledge of the UK port industry and their commercial management. | Application form |
| Ability to communicate through various means (Written and verbally) with existing and new stakeholders adapting communication style as appropriate. | Application form/ Interview |
| Ability to build effective and professional relationships with varied port partners. | Interview |
| Able to develop skills in order to delight customers by delivering a high quality tailored services to meet needs and exceed expectations. | Interview |
| Able to develop skill in problem solving in order to analyse asses and determine appropriate solutions to specific problems and deliver. | Interview |
| Able to work effectively with a busy team environment or independently. | Application form |
| Able to demonstrate a competent level of IT skills . | Application form |
| **Work Related Circumstances/****Values of the Council** | Ability to comply with the Councils values of:* We innovate.
* We enable.
* We respect.
 | Interview |

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