**Person Specification**

**Job title: Commercial Officer**

*(Career Grade higher end – Grade 8)*

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 and have equivalent experience. | Application form |
| Hold the Institute of Charted Shipbrokers professional qualification | Application form |
| **Experience** | An ability in delivering projects and meeting deadlines including the preparation of complex reports and other documents | Application form |
| Significant experience of working with different stakeholders to achieve identified objectives. | Interview |
| Experience in working in the port environment. | Application form/ interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Hold detailed knowledge of the UK port industry and the markets that they serve | 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 a diverse range of port users, developers, and their respective supply chain partners. | Interview |
| Able to satisfy customers by delivering a high-quality tailored services to meet needs and exceed expectations. | Interview |
| Able to problem solve to analyse assess 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 |

Author S Richards

Date May 2024