**Career Progression Scheme for Port Commercial Officer**

There are two stages within the Career Progression Scheme for the Port Commercial/Business Development Officer. The table below shows the pay grades applicable to each stage of the scheme. At each stage the minimum requirements of qualifications, knowledge, skills and experience that an individual needs to meet is described. Normal incremental progression will apply to pay grades, subject to the grade bars. Performance and competence will be reviewed as set out in the Council’s Appraisal process.

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| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |
| Grade 6 |  | * Hold a degree relevant to the role. |  | * Working knowledge of the UK port industry and their commercial management. * Ability to communicate through various means (Written and verbally) with existing and new stakeholders adapting communication style as appropriate. * Ability to build effective and professional relationships with varied port partners. * Able to develop skills in order to delight customers by delivering a high-quality tailored services to meet needs and exceed expectations. * Able to develop skill in problem solving in order to analyse assess and determine appropriate solutions to specific problems and deliver. * Able to work effectively with a busy team environment or independently. * Able to demonstrate a competent level of IT skills. |  | * To demonstrate the Council’s values. * Commitment to work towards attaining a professional qualification in the Institute of Chartered Shipbrokers. |
| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |
| Grade 8 |  | * Degree or postgraduate qualification * Professional qualification in the Institute of Chartered Shipbrokers. * Experience of working in a Port Commercial Environment |  | * An ability in delivering projects and meeting deadlines including the preparation of complex reports and other documents * Significant experience of working with different stakeholders to achieve identified objectives. * Experience in working in the port environment. * Hold detailed knowledge of the UK port industry and the markets that they serve * Ability to communicate through various means (Written and verbally) with existing and new stakeholders adapting communication style as appropriate. * Ability to build effective and professional relationships with a diverse range of port users, developers, and their respective supply chain partners. * Able to satisfy customers by delivering a high-quality tailored services to meet needs and exceed expectations. * Able to problem solve to analyse assess and determine appropriate solutions to specific problems and deliver. * Able to work effectively with a busy team environment or independently. * Able to demonstrate a competent level of IT skills. |  | * To demonstrate the Council’s values. * Resilience under pressure * Excellent time management * Good communications skills * Analytical skills |
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