

PERSON SPECIFICATION - Economic Growth Assistant

POST REFERENCE: 103395

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), R)
- Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents)	Good general level of education to a minimum of level 2 (F) or Substantial experience in undertaking a similar role (F) (I)	Level 3 or above business admin qualification (F)
- Work or other relevant experience	Experience of working in an office environment (F) (I) Experience of delivering successful one off projects (F) (I) Experience of working in a multi-disciplinary team environment (F) (I)	Previous experience of working with Council procedures (F) (I)

ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM

I = INTERVIEW

T = TEST(S)

R = REFERENCE(S)

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Hartlepool Borough Council is an equal opportunities employer.



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- Skills, abilities, knowledge and competencies	Ability to communicate effectively in written and oral form with individuals (F) (I) Excellent interpersonal skills (F) (I) Component user of P.C. including Microsoft Office, internet and email (F) Good presentation skills (F) (I) First class time management skills (R) Effective planning/organisational skills (I) (R) Ability to work to tight deadlines and manage conflicting priorities (I) (R)	Experience working with CRM systems (F) (I) An understanding of marketing and design (F) (I)
- General competencies	Self-motivated and enthusiastic (I) Able to work effectively as a team member (F) (I)	

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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

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