

# Person Specification



South  
Cambridgeshire  
District Council

Post: Policy and Performance Officer  
Prepared: May 2019

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Education/ Qualifications	Degree or equivalent qualification, or demonstrable extended experience of job requirements	E	A
	Have at least two years of experience of working in local government, or a similar professional environment	E	A
	Evidence of commitment to professional development	E	A
Experience/ Knowledge	Knowledge of the role of performance management in the management of large organisations	E	A and I
	Awareness of performance management principles, including the design of performance measures and targets	E	A and I
	Understanding of the impact of strategic planning and policy on Local delivery of public services and customers	E	A and I
	Experience of contributing to strategic business or service planning	D	A and I
	Experience of monitoring business or service performance	D	A and I
	Experience of building successful relationships which deliver positive outcomes across departmental boundaries	E	A and I
	Analysing and challenging existing arrangements and developing, gaining support for and implementing alternative solutions or policies	E	A and I
	An understanding of, and experience of applying, project management best practice principles	E	A and I

# Person Specification



South  
Cambridgeshire  
District Council

	Awareness of key issues facing Local Government	E	A and I
	An understanding of data quality issues and the importance of reliable data for the purposes of performance monitoring	E	A and I
	Knowledge of the equalities agenda, particularly within a local government context	E	A and I
Skills And Abilities	Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact	E	A and I
	Ability to relate to and win the confidence, trust and respect of colleagues and partners	E	A and I
	Ability to undertake research and investigations in order to provide an evidence base	E	A and I
	Ability to analyse, evaluate and clearly present data	E	A and I
	Ability to work with a high degree of initiative and independence	E	A and I
Personal Qualities/ Aptitude	You are self-motivated and demonstrate enthusiasm for change and have ambition for yourself, your team and your organisation	E	A and I
	You are flexible and adaptable, enabling you to apply your skills to a broad range of policy disciplines	E	A and I
	Your interpersonal skills allow you to develop and maintain constructive relationships with colleagues and to work well as a team member	E	A and I
	You have resilience to cope with conflicting demands and are comfortable working independently	E	A and I
	You are customer–focussed	E	A and I

# Person Specification



South  
Cambridgeshire  
District Council

Miscellaneous /Other Working Requirements	Able to attend some evening meetings within the district and/or neighbouring areas	E	A
--	---	---	---