

Person Specification



South
Cambridgeshire
District Council

Post: Policy and Performance Officer

Values:

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Personal Qualities/Aptitudes/ Behaviours

- You are self-motivated and demonstrate enthusiasm for change and have ambition for yourself, your team and your organisation (Essential / Measured on Application Form & in Interview).
- You are flexible and adaptable, enabling you to apply your skills to a broad range of policy disciplines (Essential / Measured on Application Form & in Interview).
- Your interpersonal skills allow you to develop and maintain constructive relationships with colleagues and to work well as a team member (Essential / Measured on Application Form & in Interview).
- You have resilience to cope with conflicting demands and are comfortable working independently (Essential / Measured on Application Form & in Interview).
- You are customer-focused (Essential / Measured on Application Form & in Interview).

Education/Qualifications

- Degree or equivalent qualification, or demonstrable extended experience of job requirements (Essential / Measured on Application Form).
- Have at least two years of experience of working in local government, or a similar professional environment (Essential / Measured on Application Form).
- Evidence of commitment to professional development (Essential / Measured on Application Form).

Experience/Knowledge

- Knowledge of the role of performance management in the management of large organisations (Essential / Measured on Application Form & in Interview).
- Awareness of performance management principles, including the design of performance measures and targets (Essential / Measured on Application Form & in Interview).
- Understanding of the impact of strategic planning and policy on Local delivery of public services and customers (Essential / Measured on Application Form & in Interview).
- Experience of contributing to strategic business or service planning (Desirable / Measured on Application Form & in Interview).
- Experience of monitoring business or service performance (Desirable / Measured on Application Form & in Interview).
- Experience of building successful relationships which deliver positive outcomes across departmental boundaries (Essential / Measured on Application Form & in Interview).
- Analysing and challenging existing arrangements and developing, gaining support for and implementing alternative solutions or policies (Essential / Measured on Application Form & in Interview).
- An understanding of, and experience of applying, project management best practice principles (Essential / Measured on Application Form & in Interview).
- Awareness of key issues facing Local Government (Essential / Measured on Application Form & in Interview).
- An understanding of data quality issues and the importance of reliable data for the purposes of performance monitoring (Essential / Measured on Application Form & in Interview).
- Knowledge of the equalities agenda, particularly within a local government context (Essential / Measured on Application Form & in Interview).

Skills and Abilities

- Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact (Essential / Measured on Application Form & in Interview).
- Ability to relate to and win the confidence, trust and respect of colleagues and partners (Essential / Measured on Application Form & in Interview).
- Ability to undertake research and investigations in order to provide an evidence base (Essential / Measured on Application Form & in Interview).
- Ability to analyse, evaluate and clearly present data (Essential / Measured on Application Form & in Interview).
- Ability to work with a high degree of initiative and independence (Essential / Measured on Application Form & in Interview).

Miscellaneous /Other Working Requirements

- Able to attend some evening meetings within the district and/or neighbouring areas (Essential / Measured on Application Form).