Person specification

# Post: Project Officer – Community Safety

# 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

# Specification

Please indicate which attributes are Essential/ Desirable and measured in the Interview/

Application/ Test.

## Personal qualities / Aptitudes / Behaviours

* You are a positive person who enjoys working in a fast-paced and dynamic environment – essential (Interview)
* You are a people-person and easily establish a rapport and relationships with customers, staff, elected members and partners – essential (Interview)
* You are helpful and enthusiastic – essential (Interview)
* You have an ability to challenge, influence and persuade staff at all levels towards delivering project goals – essential (Interview)
* You have an ability to engage with internal and external partners to identify and take advantage of partnership opportunities to deliver improved services – essential (Interview)
* You are able to organise and plan your own workload; some lone working may be required – essential (Application and Interview)
* You are able to use your own initiative and judgement in determining the most appropriate courses of action, often on individual cases or situations, within legislation and/or project specifications – essential (Application and Interview)

## Education/ Qualifications

* A good level of general education, including GCSEs, or equivalent, in English and Maths (at grade C or above) – essential (Application)

## Experience/ Knowledge

* Knowledge and understanding of relevant legislation, guidance and good practice in relation to community safety – essential (Application and Interview)
* Knowledge and understanding of internal policies and procedures that relate to the team - essential (Application and Interview)
* Knowledge and understanding of the roles and responsibilities of other partner or external organisations that impact upon the work of the team, including the CSP – desirable (Application and Interview)
* Knowledge of how the team inter-links with others, both internally and externally – desirable (Application and Interview)
* Knowledge & use of Microsoft Office packages, e.g. Word and Excel – essential (Application, Interview and Test)
* Knowledge and use of general office equipment - essential (Application, Interview and Test)

## Skills and Abilities

* Basic project management skills and ability to use Council templates and follow project management procedures – essential (Application and Interview)
* Analytical skills to interpret information and/or situations within health and wellbeing, community engagement, community safety and partnership working – essential (Application, Interview and Test)
* Ability to assess and prioritise workload according to urgency and need and in accordance with statutory deadlines, performance targets, set dates etc essential (Application and Interview)
* Ability to exercise judgment in resolving a range of problems relating to a CSP priority area - essential (Application and Interview)
* Analytical skills to produce statistical data/management information as required - essential (Application, Interview and Test)
* Ability to interpret legislation, regulations, guidance, policy and procedures - essential (Application and Interview)
* Ability to convey complex, scientific and/or legal information to a range of audiences, which could include public, elected members, senior management and other officers, partner and other external agencies, including other statutory bodies, in a manner that is readily understood and appropriate to the recipient both verbally and in writing - essential (Application and Interview)
* Ability to write reports to managers, committees and partnerships - essential (Application and Interview)
* The ability to advise public on legislation, guidance and regulations relating to the CSP and contend with challenging situations or people - essential (Application and Interview)
* Ability to represent SCDC at events and meetings - essential (Application and Interview)
* Accurate keyboarding skills for data input, use of Microsoft packages and dedicated specialism software - essential (Application and Interview)

## Miscellaneous/ Other Working Requirements

* Willing to work flexibly, including occasional evenings and weekends with time off in lieu – essential (Application)
* Ability and willingness to travel to meetings and events as required, noting the rural nature of the district – essential (Application)