

PERSON SPECIFICATION



**South
Cambridgeshire
District Council**

Post title: Project Officer (Community Rail Partnership)

Person Specification last review date:

Criteria	Attributes	Essential (E) or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Personal Qualities/ Aptitudes/ Behaviours	You aspire to be the best you can be and have an appetite for personal learning and development	E	I
	You are a positive person who enjoys working in a fast-paced and dynamic environment	E	I
	You are a people-person and easily establish a rapport and relationships with customers, staff, elected members and partners	E	I
	You are helpful and enthusiastic	E	I
	You have an ability to challenge, influence and persuade staff at all levels towards delivering project goals	E	I
	You have an ability to engage with internal and external partners to identify and take advantage of partnership opportunities to deliver improved services	E	A, I
	You are able to organise and plan your own workload; some lone working may be required	E	A, I
	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	E	A, I, T
Education/ Qualifications	A good level of general education, including GCSEs, or equivalent, in English and Maths (at grade C or above)	E	A

Experience/ Knowledge	Knowledge and understanding of relevant legislation, guidance and regulations that impact upon health and wellbeing, localism, sustainable communities and partnership working	E	A, I
	Knowledge and understanding of internal policies and procedures that relate to the team	E	A, I
	Knowledge and understanding of the roles and responsibilities of other partner or external organisations that impact upon the work of the team	D	A, I
	Knowledge of how the team inter-links with others, both internally and externally	E	A, I
	Knowledge & use of Microsoft Office packages, e.g. Word and Excel	E	A, I, T
	Knowledge and use of general office equipment	E	A, I
Skills And Abilities	Basic project management skills and ability to use Council templates and follow project management procedures	E	A, I
	Analytical skills to interpret information and/or situations within health and wellbeing, localism, sustainable communities and partnership working	E	A, I, T
	Ability to assess and prioritise workload according to urgency and need and in accordance with statutory deadlines, performance targets, set dates etc	E	A, I
	Ability to exercise judgment in resolving a range of problems relating to the service area	E	A, I
	Analytical skills to produce statistical data/management information as required	E	A, I, T
	Ability to interpret legislation, regulations, guidance, policy and procedures	E	A, I
	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	E	A, I
	Ability to write reports to managers, committees and partnerships	E	A, I
	The ability to advise public on legislation,	E	A, I

	<p>guidance and regulations relating to the service area and contend with challenging situations or people</p> <p>Ability to represent SCDC at events and meetings</p> <p>Accurate keyboarding skills for data input, use of Microsoft packages and dedicated specialism software</p> <p>Car driving may be required</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A</p>
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