

## PERSON SPECIFICATION

### P72 Communities Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Professional and confident image	E	3
Personal Skills	Good planning, organisational and communication skills both verbal and written	E	1,2,3
Personal Skills	Must be creative, enthusiastic and motivated	E	1,3
Personal Skills	Ability to work within a team	E	1
Personal Skills	Ability to engage with a range of groups in identifying their needs and developing appropriate responses	E	1,3
Personal Skills	Able to manage own time and prioritise workload	E	1
Personal Skills	Ability to develop proficiency with software systems.	E	1,2,3
Personal Skills	Ability to maintain clear, accurate and concise records and process and utilise information	E	1,3
Experience	Previous relevant Local Government or Voluntary Sector experience	D	1,3
Experience	Experience of partnership working	E	1
Experience	Communicating at all levels	D	1,3
Experience	Collecting and interpreting views through consultation	D	1
Experience	Experience of collating, analysing and presenting data/information	D	1,3
Experience	Experience of developing and implementing projects	D	1,3
Attainments /Qualifications	Educated to degree level or equivalent in a related discipline; or two years relevant experience	E	1,4
Attainments /Qualifications	Willingness to continue to learn and develop	E	1,3
Knowledge	Computer literate	E	1,3
Knowledge	Local Government legislation relating to community planning	D	1
Knowledge	Social issues relating to well being	D	1
Knowledge	Knowledge of financial management, project development and action plans	D	1,3
Knowledge	Resources relevant to voluntary and community groups	D	1
Special Requirements	Ability to work in the community	E	1,3
Other Requirements	Flexibility – prepared to work unsocial hours when necessary	E	3

#### **Car Allowance:**

This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner.

Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.

Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]