

## **Person Specification**

### **Appraisal and Monitoring Officer**



#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Strong track record of successfully managing a portfolio of projects and programmes, ensuring delivery targets are met in line with agreed timescales
- Good understanding of different types of economic development and regeneration projects
- Demonstrable experience of working successfully with delivery partners to develop and deliver grant or loan investment funds
- A good understanding of economic strategies and current policy on economic development and local growth
- Experience of working with stakeholders across the public and private sector, and of successfully working within a political environment
- Excellent written and oral communication skills, including effective negotiation skills
- Able to analyse, assimilate and present complex issues in a clear and coherent fashion
- Able to manage own workload to planned timescales, amid conflicting demands
- Excellent skills in Microsoft office, particularly Word, Excel and PowerPoint

#### **Desirable**

- Applied knowledge of economy of North of Tyne area
- Technical knowledge on State Aid and Procurement law

#### **Part B**

In addition to seeking further evidence on the above criteria, the following will also be explored at interview stage:

- Organisational skills
- Approach to project management
- Approach to building and maintaining relationships with stakeholders
- Approach to analysing and presenting complex issues and thinking creatively and strategically to deliver outcomes
- Approach to problem solving, addressing underperformance or non-compliance

