# **PERSON SPECIFICATION: INFORMATION OFFICER (MANAGEMENT INFORMATION) POST REFERENCE: 107299**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Educated to A level or NVQ Level 3 or have a combination of formal off the job training plus relevant experience (F) | Evidence of continuous personal development (F) |
| * **Work or other relevant experience** | To be able to demonstrate experience of :   * Performance monitoring (F) (I) * Collating information and presenting the information in a variety of formats (F) (I) * Working with other individuals and organisations in a co-operative way (F) (I) | Experience of working to achieve desired outcomes(F) (I)  Knowledge of social care, housing, health or voluntary care (F) (I)  Understanding Performance standards (I)  Understanding of outcome focused recording and reporting (I)  Project management skills (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Effective verbal and written communication skills (F) (I)  Able to demonstrate good analytical skills (F) (I)  Able to interpret relevant performance information, legislation, concepts and principles (F) (I)  Able to prepare analytical reports (F)  Able to use & support others to use information technology appropriately (F) (I)  Able to organise and plan work to meet timescales and deadlines (F)  Knowledge of reviewing target monitoring (F) (I) | tieodeo  Knowledge of 'performance management' procedures (F) (I)  Sensitivity to the needs of vulnerable people when initiating change (F) (I) | |
| * + **General competencies** | To work on own initiative (F) (I)  Proven ability to work effectively as part of a team (F) (I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.