



South Tyneside Council

REGENERATION AND ENVIRONMENT

PERSON SPECIFICATION

POST TITLE: Project Officer (LGA Coastal SIG)

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">Degree level OR considerable professional experience	<ul style="list-style-type: none">Professional membership	<ul style="list-style-type: none">Application formCertificates
Work Experience	<ul style="list-style-type: none">Experience of working in a local government settingExperience of working with a range of internal and external agencies		<ul style="list-style-type: none">Application formInterviewReferencesPresentation
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Comprehensive understanding of a political environmentExcellent written and verbal communication skillsAble to produce clear, well-structured reports and briefingsAble to organise external meetings, conferences and eventsAble to take ownership of secretariat responsibilities	<ul style="list-style-type: none">Understanding of Flood and Coastal Risk ManagementKnowledge of regeneration in seaside towns	<ul style="list-style-type: none">InterviewReferencesPresentation
Disposition	<ul style="list-style-type: none">Able to work as part of a teamAble to work under pressurePositive and solution focusedFlexible and pragmatic approach to workCommitted to ongoing professional development and learningCommitted to the principles of equality and diversity		<ul style="list-style-type: none">InterviewReferences

Circumstances	<ul style="list-style-type: none"> • Prepared to work outside of normal office hours as required (SIG meetings held in London and elsewhere in the UK, national travel required) • Baseline security clearance 	<ul style="list-style-type: none"> • Full current driving licence or access to a means of mobility support 	<ul style="list-style-type: none"> • Interview • Basic check
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