# **PERSON SPECIFICATION: Deputy Manager (Hartlepool Enterprise Centre) POST REFERENCE: 103401**

**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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)**
 | Good general level of education to a minimum of level 2 (F)Equivalent work experience in a similar role (F) (I) | Business admin qualification (F) |
| * **Work or other relevant experience**
 | Experience of office administration systems and procedures, including reception, telephone and cash handling duties. (F) (I)Experience of budgetary control (F) (I)Experience of working within a multi-disciplinary team environment (F) (I) | Operation of Borough Council administration and financial systems (F) (I)Administration of the provision of financial support to businesses (F) (I) Experience of working within a large organization (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**
 | Knowledge of office administration and financial systems (F) (I)Exceptional communication skills with the ability to relate to individuals from all types of backgrounds (F) (I)Knowledge of the support and advice available to businesses from the wider business support network (F) (I)Computer proficiency i.e. Microsoft Office (F)Ability to meet tight timescales and handle varying demands (F) (I) | tieodeoKnowledge of the principles of project management (F) (I)Ability to apply negotiation skills to persuade colleagues, partners and stakeholders to undertake certain actions, as appropriate (I) |
| * + **General competencies**
 | Ability to maintain a flexible approach to multi project work (F) (I) |  |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| None  | N/a |

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.