**PERSON SPECIFICATION: Projects Officer (Parks and Open Spaces) POST REFERENCE:** 107670

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.**

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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 degree level or equivalent in a relevant subject area, for example ecology, environmental science, horticulture or other similar disciplines (F) |  |
| |  | | --- | | - **Work or other relevant experience** | | * A track record of innovation, leading and managing projects in a multi-disciplined organisation which has delivered successful outcomes (F,I) * Good project planning, management and delivery skills (I) * A proven track record of communicating effectively to a wide range of audiences (I) * A proven track record of working effectively within a political or business environment, providing clear balanced advice to stakeholders (F,I) * A successful track record of managing and developing customer focused services (F,I) | * Experience of local authority and government policy relating to the services provided in relation to this post (I) * Ability to analyse and interpret varied and complex information and documentation (I) |

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| - **Skills, abilities, knowledge and competencies** | * Ability to establish and develop positive relationships with members and partner organisations and the local community that generate confidence and collaborative working (F,I) * Ability to plan and adhere to a demanding work schedule (I) * Proven influencing and negotiating skill and able to successfully manage and develop complex partnerships (F,I) * Knowledge of local authority and government policy and best practice relating to the services provided in relation to this post (I) * Seeks and shares information and ideas in a confident and compelling manner, using a range of techniques to achieve an effective outcome (F,I) * Excellent interpersonal and networking skills (F,I) * Ability to work on own initiative within a number of teams and collaboratively with a range of partners (F,I) * Excellent oral and written communication skills (I) * Excellent communication skills, verbal and written (report writing) (F,I) * Ability to lead in public consultation and engage positively with members of the public (F,I) * Excellent I.T skills using a range of software packages including Word, PowerPoint, Excel, email and web technology (F,I) * Organised with the ability to manage heavy workloads and tight deadlines (F,I) * Ability to work with others as part of a team (F,I) | * Dynamic and pro-active attitude to work (I) * Ability to build effective working relationships that are not limited by service area, boundaries or hierarchies (F,I) * Experience working in parks and open spaces (F, I) |

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| - **General competencies** | * Full driving licence and access to transport (F) * Good organiser with the ability to deliver to tight timescales (F,I) * Committed to high standards of customer care (I) * A commitment to improve the quality of the service to the community (I) * Demonstrate achievement and understanding of equal opportunities in employment and service delivery (I) * Flexibility to work occasional evening and weekends (F,I) |  |

**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** |
| Corporate Induction.  Employment Protection Register (EPR).  Equality & Diversity.  Health & Safety.  Anti-terror training.  Handling information and data (GDPR). | On appointment.  On appointment. To be refreshed as required.  On appointment. To be refreshed as required.  On appointment. To be refreshed as required.  On appointment. To be refreshed as required.  On appointment. To be refreshed as required. |

**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.**