**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) |
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| - **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)
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| - **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)
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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** |
| 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.**