



MERSEYSIDE WASTE DISPOSAL AUTHORITY

PERSON SPECIFICATION

JOB TITLE	Development Officer	
LOCATION	Mann Island	
GRADE	SO1	
REPORTS TO	Circular Economy & Strategy Manager	
MAIN PURPOSE OF THE JOB		
<ul style="list-style-type: none"> To support the Circular Economy & Strategy Team in promoting, facilitating and fulfilling the Authority's Circular Economy Strategy. To assist in the research and application of strategic funding opportunities which can support new initiatives and research and development. 		
ESSENTIAL CRITERIA		DESIRABLE CRITERIA
EXPERIENCE		
A track record of successful delivery of projects		
Experience in devising work programmes		
Experience in supporting policy development, documentation and training		Experience in supporting the implementation of policies.
Ability to proactively work with colleagues in other work areas to achieve outcomes		
Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation		
Proven ability to consistently make good decisions through a combination of analysis, experience and problem solving		
		Experience of marketing and promotions
QUALIFICATIONS AND TRAINING		
Educated to degree level or relevant experience in a field relevant to the job		Full Driving Licence
PRACTICAL SKILLS		



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Ability to write clear and concise reports, letters and statements on behalf of the Authority	
Excellent information technology skills	
Ability to analyse complex information and present that information in a clear manner	
Familiarity with project management/programme management	
Excellent organisational and interpersonal skills	
Excellent Presentation Skills	
PERSONAL QUALITIES & ATTRIBUTES	
To have a professional outlook and act professionally at all times	
High level of personal integrity and confidentiality	
To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision	
To have a flexible approach to service delivery implementation	
A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme	
OTHER REQUIREMENTS	
Ability to organise own workload and prioritise effectively	
Ability to initiate, plan and organise team work efficiently and effectively against broader organisational goals and staff development needs	
Ability to meet tight deadlines in a busy working environment	

Last Updated: June 2019