**Person specification**

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| **JOB TITLE**  | **Development Officer (Maternity Cover 10 months)** |
| **LOCATION**  | Mann Island |
| **GRADE** | SO1 |
| **REPORTS TO**  |  Strategy & Development Manager |
| **MAIN PURPOSE OF THE JOB** * To support the Strategy & Development 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.
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| **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  |
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| **PRACTICAL SKILLS** |
| 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**