**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. | | |
| **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**