

Person Specification



South
Cambridgeshire
District Council

Post: Waste Project Officer - Communications

Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement: A – Application Form I - Interview T - Test
Personal Qualities/ Aptitudes/ Behaviours	Be able to promote good team working and be flexible in helping with a wide range of tasks to support colleagues in meeting the council's objectives	E	A, I
	Be able to work in a team and individually	E	A, I
	Resilience to cope with conflicting demands	E	A, I
	Assertiveness, flexibility, initiative, innovation, political awareness, reliability.	E	A, I
Education/ Qualifications	A good level of general education, including GCSEs, or equivalent, in English and Maths (at grade C or above)	E	A
	A qualification in communications, or a wider qualification a component of which focussed on communications techniques.	D	A

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Experience/ Knowledge	Knowledge and understanding of relevant principles and legislation, that impact upon waste management	E	A, I
	Knowledge and understanding of internal policies and procedures that relate to the team	E	A, I
	Knowledge & use of Microsoft Office packages, e.g. Word and Excel, Power Point	E	A, I
	Project management experience	E	A, I
	Knowledge of PRINCE II project management approach	D	A
	Experience of customer service and dealing directly with the public and others partners to resolve issues.	E	A,I
	Experience developing service communications for the public, maintaining web pages and social media	E	A,I
	Experience of designing and delivering campaigns.	E	A, I
Skills and Abilities	Project management skills and ability to use Council templates and follow project management procedures	E	A, I
	Analytical skills to interpret information and/or situations within waste policy	E	A, I, T
	Ability to assess and prioritise workload according to urgency and need and in accordance with statutory deadlines, performance targets, set dates etc	E	A, I
	Analytical skills to produce statistical data/management information as required	E	A, I, T
	Ability to interpret legislation, regulations, guidance, policy and procedures	E	A, I
	Ability to convey complex information to a range of audiences, which could include public, elected members, senior management and other	E	A, I

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	<p>officers, partner and other external agencies, including other statutory bodies, in a manner that is readily understood and appropriate to the recipient both verbally and in writing</p> <p>Ability to provide information or write reports to managers, committees and partnerships</p> <p>Good customer care skills and the ability to advise public on waste policy and contend with challenging situations or people</p> <p>Able to work with others as part of a multi-disciplinary team to achieve service objectives</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
Miscellaneous /Other Working Requirements	<p>Ability to attend meetings/events across the district and county in the evening and at weekends</p> <p>Ability to travel and provide own transport</p>	<p>E</p> <p>E</p>	<p>A</p> <p>A</p>

Person Specification last reviewed: January 2017