

PERSON SPECIFICATION

Post Title: Senior Economic Development Officer (Pleasley Vale Mills)	Section: Economic Development
Directorate: Development	

Knowledge	AM		AM
Essential Requirements		Desirable Requirements	
<ul style="list-style-type: none"> • Demonstrable knowledge of local, regional and national strategies and policies relevant to heritage and conservation. • Demonstrable knowledge of planning and conservation-led regeneration. • Proven experience of developing and delivering regeneration strategies and programs of a significant scale and/or value. • Knowledge and experience of delivering and implementing strategies within a partnership context. • Proven practical experience of handling data through a CRM system or similar. • Experience and knowledge of commissioning third party consultants. • Practical experience of delivering projects including budget management, monitoring and evaluating projects, problem solving through innovative approaches. • Knowledge of using IT software packages, including Microsoft Office and statistic / research packages. 	a, i & p	<ul style="list-style-type: none"> • Demonstrable understanding of public procurement regulations. • Knowledge of funding and grant schemes and the associated application processes and criteria. 	a & i
Qualifications			
<ul style="list-style-type: none"> • Educated to graduate level or possess extensive on the job experience. 		<ul style="list-style-type: none"> • Membership of a relevant professional body (e.g. MRTPI / IHBC, RICS). • Formal off the job training in subjects relevant to the post (e.g. project management). 	

Experience			
<ul style="list-style-type: none"> • Proven practical experience of working in a partnership environment and obtaining the co-operation and buy-in of a range of people and organisations. • ICT literate together with knowledge of software suites, including Microsoft Office suite. • Experience of effective engagement with key stakeholders, e.g. the public, business owners, grant funders, public and private partners. • Prioritising workload appropriately, giving consideration to operational requirements and customer service. 	a & i	<ul style="list-style-type: none"> • Experience of leading or making a significant contribution to the development of a business case for a conservation led regeneration scheme 	a & i
Skills			
<ul style="list-style-type: none"> • Good standard of written communication for report writing, letters, emails and accurate production of procurement and legal documents and templates. • Good standard of oral communication for face-to-face or telephone enquiries. • Ability to process and calculate numerical data accurately and efficiently. • Ability to deal with conflicting work demands and to work without supervision. 	a & i		
Other Requirements:			
<ul style="list-style-type: none"> • Ability to work to own initiative and work as part of a team • Ability to work to competing deadlines • Own transport/full current driving licence in order to undertake daily duties • The ability to demonstrate strong customer focus and a commitment to service improvements. • A flexible approach to working hours. 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	Natalie Etches
Date approved:	18 March 2022
Reviewed:	