

PERSON SPECIFICATION

Post Title: Employee Engagement Officer	Section: HR & Payroll
Directorate: Corporate and Legal Services	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<ul style="list-style-type: none"> • An understanding of employee engagement, communication practices and standards • Workforce Health and Wellbeing Issues • Awareness of communication strategies and campaigns 	a, i & c	<ul style="list-style-type: none"> • An understanding of local government issues and challenges 	a & i
Qualifications			
<ul style="list-style-type: none"> • 4 GCEs Grades 4 to 9 including English or equivalent 	a & c	<ul style="list-style-type: none"> • A professional communications qualification or Working towards this. 	
Experience			
<ul style="list-style-type: none"> • Of internal communications and/or workforce engagement • Facilitating events to meet corporate and/or service requirements • Supporting transformation and culture change 	a & i		
Skills			
<ul style="list-style-type: none"> • Excellent verbal and written skills • Excellent interpersonal skills • ICT Skills • Project Management skills • Organisational skills • Creative and innovative skills • Presentation skills 	a & i		

Other Requirements:			
<ul style="list-style-type: none"> • Demonstrate commitment and enthusiasm • Ability to interpret complex information • Ability to multi-task and work on own initiative • Have a real passion for making a positive difference to the workforce. • A willingness to Council events, sometimes potentially on evenings and weekends. • Capacity to adapt to changing priorities 	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:	
Date approved:	
Reviewed:	