

Person Specification

Post Title:	Graduate Project Officer - Mansfield and Ashfield Development Programme	Post No:	
Organisation Unit:	Directorate		
Grade:	Spine point: £23,500	Date Compiled:	January 2020

Attributes	Essential *	Desirable
Knowledge	Demonstrate good working knowledge of Microsoft Office (including Office 365) products.	<p>Familiarity with project management process and methodologies.</p> <p>Knowledge of Microsoft Teams and Microsoft Forms</p> <p>Knowledge of and interest in local government and local government policy</p> <p>Knowledge of and interest in funding mechanisms for regeneration activities</p>
Skills	<ul style="list-style-type: none"> • Work proactively, autonomously and exercise judgement and initiative. • Generate ideas that are not bound by convention. • Use of a range of qualitative and/or quantitative research methods. • Evaluate information, and apply evidenced based approaches to problem solving. • Generate a range of solutions. • Network effectively and work collaboratively. • Demonstrate excellent communication skills (verbal, written and in presentations and reports). • Influence others through persuasion and negotiation. • Prioritise workload, exercise judgment, and meet deadlines. • Demonstrate strong organisational skills with attention to detail • Demonstrate analytical and decision making skills with a 	

	<p>clear and logical approach to work.</p> <ul style="list-style-type: none"> • Accurate recording of meetings and the tracking of progress against actions 	
Experience	<ul style="list-style-type: none"> • Experience of gathering and working with qualitative and/or quantitative data, and delivering and analysing reports/information. • Experience of working successfully in challenging and unfamiliar contexts. • Work independently and within a team, and deal with unforeseen issues in changing circumstances. • Use a solutions-driven approach when dealing with unforeseen circumstances. • Experience of planning and organising: e.g. meetings, seminars, research groups and interviews. • Experience in preparing and presenting information (visual and verbal): e.g. in the form of updates, options for discussion. • Experience of managing a diverse workload and meeting deadlines. • Experience of drafting good quality and visually appealing reports 	<ul style="list-style-type: none"> • Experience of working within a cross-disciplinary or mixed-disciplinary environment. • Wider experience, beyond academic discipline, for example: engagement in extra-curricular activities such as music, sport or volunteering.
Qualifications	NTU Graduate degree of 2:1 or above	

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**

Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	Team Working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges self and others	2	Leading and Coaching: Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example.	1
	Creativity and innovation Seeks out, reviews and integrates new ways of working into role.	1		
	Customer Focus: Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.	2		
	Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events.	2		
	Making informed decisions Ensures relevant information is gathered to inform optimum decision making. Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions.	2		
	Organisation and Delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results	2		