

PERSON SPECIFICATION

Post Title	Economic Development Officer (Tourism)	Band	11	Job Evaluation Reference	G289 (6)
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Educated to SCQF Level 8 (e.g. SVQ Level 4 / HND) or equivalent knowledge/experience				X	
Project management qualification					X
Evidence of continuing professional development				X	
Membership of an appropriate professional body					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Extended experience in the delivery of economic development in a public / private or rural setting				X	
Developing and delivering strategy, policy and programmes in relation to the economic priorities				X	
Delivering projects through effective partnership working with business owners, public agencies and community groups				X	
Financial administration and budgeting for projects				X	
Preparation of business cases and applications for financial assistance and external funding					X
Experience of working within the tourism sector					X
Co-ordinating staff and/or projects teams					X
Procuring and managing consultants and contractors to support project delivery					X
National and local economic development issues				X	
Specialist economic development knowledge					X
Funding opportunities at local and national level				X	
Challenges and opportunities of running a business in a rural economy				X	

3. SKILLS AND ABILITIES		Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training			
Use common Microsoft applications		X	
Effective verbal and written communication		X	
Record keeping / organisation		X	
Customer relations		X	
Delivery of business advice			X
Work collaboratively with other agencies, partners and key stakeholders		X	
Motivate others		X	
Build rapport and communicate with others in a variety of situations		X	
Working to deadlines		X	
4. PERSONALITY FACTORS		Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours			
Team player		X	
Reliable		X	
Self-motivated		X	
Creative / innovative		X	
Calm under pressure		X	
5. OTHER REQUIREMENTS		Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc			
Flexible approach to work		X	
Observe requirements for confidentiality		X	
Full UK driving licence		X	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: - Strengthen – our Communities - Understand – our children's needs - Protect – our vulnerable people - Promote – equality and diversity - Open and transparent – at all times - Respect – our environment - Treat – each other with kindness			

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.