

PERSON SPECIFICATION

Post Title	Waste Development Project Officer	Band	9	Job Evaluation Reference	G955
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked 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 7 or equivalent, in a relevant discipline or equivalent knowledge or experience				✓	
Record of completion of personal and management development opportunities				✓	
Evidence of Continuous Professional Development and/or post qualification training in relevant areas				✓	
Membership of relevant professional association					✓
A project or programme management qualification.					✓
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					
Microsoft Office and relevant waste management software				✓	
Detailed knowledge of identification and management of stakeholder engagement in a waste service environment				✓	
Detailed knowledge of relevant and new waste legislation.				✓	
Detailed knowledge of processes in waste management processes				✓	
Knowledge and working experience of best practice of waste services governance arrangements across all streams				✓	
Experience working on waste projects or programs or similar with other Public Authorities					✓
Direct experience of management for several projects/programs in waste services				✓	
Direct experience in procuring and managing consultants including the approval of consultant deliverables				✓	
Direct experience in managing risk within a waste service environment				✓	
Experience of working with internal stakeholders and external consultants to ensure waste service delivery.				✓	
Experience of development and delivery of waste service projects and programs				✓	

Experience of public sector procurement of waste and recycling project contracts	✓	
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		
Effective management skills that provide a supportive environment within which colleagues can develop	✓	
An ability to take a broad view and to understand the Council's strategic goals and priorities	✓	
Strong interpersonal skills and abilities	✓	
Able to lead or work in partnership with internal and external stakeholders	✓	
Highly skilled in the use of information and communication technology, including the full suite of Microsoft Office products, with ability to utilise corporate systems to provide/ obtain/ analyse information and data	✓	
Demonstrable experience in constructive challenge of poor practice or accepted positions both within and out with area of responsibilities	✓	
Highly developed verbal and written communication skills	✓	
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Confident	✓	
Building and sustaining Positive relationships with all stakeholders	✓	
Good time management and ability to prioritise	✓	
Highly developed inter-personal skills	✓	
Innovative and creative	✓	
Excellent organisational skills	✓	
Calm under pressure, responding constructively to criticism	✓	
Ability to engage complex and demanding stakeholders	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Be able to work under pressure to meet deadlines	✓	
Willingness to work flexibility and out with office hours as required	✓	
Possession of valid driving licence		✓
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.