

### PERSON SPECIFICATION – DEVELOPMENT DATA OFFICER

|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
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| EDUCATION | GCSE standard or equivalent in Maths and English Language |  | AF, QC |
| WORK EXPERIENCE | Relevant experience of working with information from a variety of sources  Experience of working with customers | Experience of working in Local Government | AF/I/T  AF/I |
| COMMUNICATION | The ability to converse at ease with members of the public and provide advice in accurate spoken English  Excellent communication skills, written and verbal  Ability to explain complex information to customers effectively | Ability to establish, maintain and develop effective working relationships | AF/I  AF/I  AF/I |

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| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| SPECIFIC SKILLS | Ability to assess a variety of information and make judgements in line with Council Policy  Ability to understand and use complex IT databases to extract relevant information  Ability to analyse detailed information from a variety of sources, including maps and develop effective solutions.  High level of accuracy, evaluation and methodical IT skills with enhanced keyboard skills.  Experience of Microsoft Office products  Strong organisational skills | Experience of Microsoft PowerPoint and GIS | AF/I/T  AF/I/T  AF/I  AF/I  AF/I  AF/I |

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| PERSONAL **QUALITIES** | Pro-active in problem solving  Flexible approach to changing priorities and allocation of work  Approaches work with initiative and integrity  Ability to work well as part of a team | Demonstrates a positive working ethos | AF/I  AF/I  AF/I  AF/I |