

### PERSON SPECIFICATION – DEVELOPMENT DATA OFFICER

|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**I = InterviewT = Test/AssessmentQC = Qualification CertificateAF = 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 sourcesExperience of working with customers | Experience of working in Local Government |  AF/I/TAF/I |
| COMMUNICATION | The ability to converse at ease with members of the public and provide advice in accurate spoken EnglishExcellent communication skills, written and verbalAbility to explain complex information to customers effectively | Ability to establish, maintain and develop effective working relationships | AF/IAF/IAF/I |

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| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**I = InterviewT = Test/AssessmentQC = Qualification CertificateAF = 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 informationAbility 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/TAF/I/TAF/IAF/IAF/IAF/I |

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| PERSONAL**QUALITIES** | Pro-active in problem solvingFlexible approach to changing priorities and allocation of workApproaches work with initiative and integrityAbility to work well as part of a team | Demonstrates a positive working ethos | AF/IAF/IAF/IAF/I |