

## **PERSON SPECIFICATION**

### **NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked essential are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. In addition to interviews a variety of other selection methods may be used such as tests or exercises dependant on the role applied for. You will be advised of any alternative selection methods in the letter inviting you for interview.

**JOB TITLE:** Project Support Officer

**GRADE:** GR6

**DIRECTORATE:** Families and Wellbeing

**SERVICE:** Adult Social Care

### **Experience**

1. Experience of providing support to complex projects. E (A/I)
2. Experience of communicating with a variety of levels within an organisation, both verbally and in writing. E (A/I)
3. Experience of utilising effective information systems and analysing complex data. E (A/I)
4. Experience of assisting with report preparation, collation of information and presentation to a variety of audiences. E (A/I)

### **Skills and Abilities**

1. Ability to plan and organise own workload and manage conflicting priorities. E (A/I)
2. Time management skills and the ability to ensure that deadlines are managed effectively. E (A/I)
3. Ability to support and contribute to the management and delivery of the delivery of multiple projects. E (A/I)
4. Excellent interpersonal skills with the ability to relate to all levels of staff within the organisation. E (A/I)

5. Excellent communication skills both orally and in writing. E (A/I)
6. Ability to compile, devise and present information to a variety of audiences in a clear format. E (A/I)
7. Problem solving skills with the ability to be creative and innovative, working with others to identify appropriate solutions. E (A/I)
8. Self-motivated with the ability to use initiative and work with minimum supervision. E (A/I)
9. Excellent advanced IT literacy skills. E (A/I)
10. Ability to take detailed and accurate minutes. E (A/I)

### **Education/Qualifications/Knowledge**

1. Minimum level of educational attainment - 5 GCSE (or equivalent) passes to include Maths and English at grades A to C. D (A, I)
2. Knowledge of methods for planning, monitoring and controlling projects / programmes. D (A/I)
3. Qualification/training in project management. D (A/I)
4. Understanding of the Data Protection requirements. E (A/I)

### **Other Requirements**

1. A high degree of flexibility and resilience to respond to a varied workload. (E) (A/I)
2. Understanding of adult social care and health services and current challenges. D (A/I)
3. Ability to demonstrate a commitment to improving health and wellbeing outcomes for individuals D (A/I)

### **Commitment to Equal Opportunities**

1. Ability to understand and demonstrate commitment to equality and diversity. (E) (A/I)

### **Commitment to Service Delivery/Customer Care**

1. Customer focused approach and a commitment to continuous improvement. E (A/I)

**Methods of Assessment key**

A = Application form, C = Certificate, E = Exercise, I = Interview,

P = Presentation, T= Test, AC = Assessment centre

**Date Person Specification prepared:**

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**Prepared By:**

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