

PERSON SPECIFICATION

Job Title	Policy, Performance and Grants Support Officer	Job Number	
Directorate	Finance and Resources	Location	Deanes
Completed By	Policy, Performance and Grants Team Leader	Date	November 2018

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Good standard of education, minimum 5 GCSEs (or equivalent) passes at grade A to C or 9 to 4 including Mathematics and English	✓		Certificate
• Relevant degree or equivalent qualification (public or social policy, social research or similar related subject)		✓	Certificate
Work Experience & Attainments Previous work experience relevant to the job			
• Proven experience of performing effectively in a similar role	✓		Application / Interview
• Proven experience of working in a policy, performance and grants environment		✓	Application / Interview
Skills and Competencies			
• Demonstrable ability to work with minimum supervision under own initiative	✓		Application / Interview
• Demonstrable ability to manage own workload effectively	✓		Application / Interview
• Can start and complete work independently, ensuring high levels of attention to detail	✓		Application / Interview
• Strong numeracy skills	✓		Certificate / Application / Interview
• Able to communicate information and ideas clearly and accurately, both in oral and written form	✓		Application / Interview
• Able to work with individuals across different council departments in order gather research and information	✓		Application / Interview
• Interest in developing skills in research, data analysis and social policy and politics.		✓	Application / Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Demonstrable understanding of social, political and policy issues affecting Basingstoke and Deane 		✓	Application / Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Proficient in Microsoft Office suite especially Microsoft Excel (including formulas, charts and pivot tables) and Microsoft Word 	✓		Application / Interview
<ul style="list-style-type: none"> Experience in using Geographical Information Systems 		✓	Application / Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Able to work flexibly according to the needs of service and customers 	✓		Application / Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 	✓		Application / Interview