

Recruitment person specification

Post being recruited for: Parental Employability Support - Business Growth and Inclusion
Contracts and Programme Officer

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Experience of managing customer and client relationships.</p> <p>Experience of successfully supporting projects, demonstrating effective partnership working and innovative and entrepreneurial skills.</p> <p>Experience of developing and implementing contractual arrangements, in line with budgets and service requirement.</p> <p>Experience of contributing to and managing activities to ensure effective and efficient performance.</p>	<p>Experience of working on employability or parental support activities.</p>
Knowledge, skills and understanding	<p>Ability to meet financial and performance targets.</p> <p>Proven track record of being able to work collaboratively with others and taking personal responsibility.</p>	<p>Understanding of the employability landscape in Edinburgh.</p> <p>Understanding of the needs of parents and the range of support available.</p> <p>Knowledge of welfare rights and income maximisation support.</p> <p>Understanding of the Council's financial monitoring arrangements.</p>
Qualifications and training	<p>A relevant degree or equivalent experience is essential</p>	
Job specific requirements	<p>Responding swiftly to changing priorities.</p> <p>Ability to deal with conflict using tact, sensitivity and diplomacy.</p> <p>Ability to act on own initiative.</p>	<p>Monitoring the operation, effectiveness and impact of projects and making recommendations with respect to operational changes.</p>