

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Senior Economic Development Officer
GRADE: 6
SERVICE: Economic Development

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience in delivering economic development projects and programmes</p> <p>Experience of analysing and summarising complex information and data and preparing reports</p> <p>Experience of undertaking research and preparing strategies and/or action plans</p> <p>A minimum of 3 years working in Economic Development or a related profession</p>	<p>Project management experience</p> <p>Experience of preparing funding bids</p> <p>Experience of working in a political environment</p> <p>Experience of managing staff and/or consultants</p>	Application form and interview
QUALIFICATIONS /TRAINING	Degree in Geography, Town Planning, Economics or a related subject		Application form and interview
KNOWLEDGE	<p>Detailed understanding of economic development issues that a Local Authority might seek to address</p> <p>An understanding of the planning process – both policy and development management</p>	<p>Knowledge of economic development issues in the Borough/County</p> <p>An understanding of local government reorganisation and its impact on local economic development initiatives</p>	Application form and interview
PRACTICAL & INTELLECTUAL SKILLS	<p>Excellent written and verbal communications skills</p> <p>Able to produce clear, well-structured reports and briefs</p>		Application form and interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Excellent IT skills including word, excel, Outlook and PowerPoint</p> <p>Excellent organisational skills and attention to detail</p> <p>Ability to demonstrate collaborative working</p> <p>Familiarity with a range of social media platforms and approaches to business communications</p> <p>Excellent problem-solving abilities with innovative approaches</p> <p>Ability to use persuasion, diplomacy, and negotiation to achieve results</p> <p>Good analytical skills and able to accurately calculate, analyse and interpret data sets</p> <p>Effectively manage time and meet necessary deadlines</p>		
DISPOSITION/ ATTITUDE	<p>Positive, confident, approachable, and enthusiastic</p> <p>Likes a challenge and to see projects through to completion</p> <p>Works well under pressure and can adapt communication style</p> <p>Keen to further develop own knowledge within their field of expertise and committed to ongoing professional development</p>		Application form and interview
SPECIAL REQUIREMENTS	<p>Willing and able to work occasional evening and/or weekend</p> <p>Full driving licence holder</p>		Application form and interview