

7. To carry out the duties of the post with due regard to the Council's Equality and Diversity policy.
8. To work flexibly as part of and in support of a busy service, whilst being able to work on own initiative within the remit of the job.
9. To maintain and develop their knowledge and skills by identifying and participating in relevant learning and training opportunities.
10. To build successful working relationships with both internal and external contacts at all levels including senior managers within the local authority and in the other partner organisations.

Internal Contacts: These include officers in the Economy, Jobs & Partnerships Division, officers across the Place Directorate and officers across the Council

External Contacts: These will include representatives of partner organisations, businesses in the borough and other public sector bodies,

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: None

Number of partially managed staff: None

PERSON SPECIFICATION

JOB TITLE: Jobs and Skills Projects Officer **POST NO:**

DEPARTMENT: Economy and Partnerships

GRADE: Scale 4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- An understanding of and commitment to implement the Council's Equal Opportunities policies **S**
- Understanding of how equality and diversity relates to this post

Knowledge

- Awareness of the role and functions of local government
- Basic knowledge and understanding of the Lewisham job market, particularly for young people aged 16-30. **S**
- Knowledge of administrative procedures and systems
- Up to date knowledge of key ICT packages including Microsoft **S**
- Can build and maintain strong relationships with internal and external partners
- Can support projects to deliver successful outcomes **S**
- Finish tasks to timescale to a good quality, working on own initiative and good forward planning **S**
- Good organisational skills with the ability to maintain professionalism when under pressure

Skills

- Strong organisational and time management skills, managing several tasks at once while ensure effective delivery of all key work areas to appropriate timescales.
- Ability to work in partnership with a range of colleagues both within and outside the Council.
- Skills to collate and present information from a range of sources and in a range of formats for different audiences. **S**
- Strong written and oral communication skills, including the ability to draft clear and concise documents, agendas, minutes and correspondence (e.g. email) **S**
- Broad range of ICT skills including the use of ICT for presentational purposes. **S**

Experience

- Managing the administrative processes of an office or team.
- Working with a range of colleagues both within and outside the host organisation.
- Working with data and other information, and experience of maintaining databases and accurate record keeping. **S**
- Experience of meeting tight deadlines and managing inputs from a range of contributors
- Experience of Microsoft Office programmes
- Experience of working with web pages/sites systems or willingness to learn
- Experience of organising meetings, taking notes, preparing agendas and writing comprehensive minutes

General Education

- Good literacy and numeracy

Personal Qualities

- Ability to remain calm while working under pressure.
- Ability to work flexibly; to amend priorities at short notice and to provide a high quality service to internal and external 'clients'.
- Strong communication skills.
- Enthusiastic and flexible attitude to work.

Circumstances

- Ability to work outside normal working day if required.

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

- Generally candidates must meet the standard Lewisham requirements for the post