

Recruitment person specification

Post being recruited for: COMMUNICATIONS, ENGAGEMENT AND PARTICIPATION OFFICER

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

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

Experience of report writing and compiling presentations

Experience of developing and delivering communication materials and activities

Experience of managing engagement and participation with the public

Experience of working with and managing a range of stakeholders

Experience of working in Health and Social Care Services

Knowledge, skills and understanding	<p><i>Knowledge and experience of analysing data and information</i></p> <p><i>Knowledge of Health and Social Care in Scotland</i></p> <p><i>Ability to solve problems</i></p> <p><i>Ability to design creative communication, engagement and participation documents</i></p>	<p><i>Knowledge and understanding of public sector policy and professional guidelines</i></p>
Qualifications and training	<p><i>Qualified to degree level or equivalent of training and experience in a relevant discipline (Media, Communications or Business)</i></p> <p><i>Chartered Institute of Marketing or Chartered Institute of Public relations qualified or equivalent</i></p> <p><i>Post graduate certificate at SVQ level 11 in a communications related subject or equivalent experience</i></p>	
Job specific requirements	<p><i>High level of communication skills and ability to adapt communication style to suit intended audience</i></p> <p><i>Ability to organise workload</i></p> <p><i>Ability to work with minimal supervision and meet competing priorities</i></p> <p><i>Ability to respond to unexpected situations and operate with flexibility</i></p>	