

Recruitment person specification

Post being recruited for: **Cycling 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

Person specification

Category

Essential

Desirable

Experience

Clearly demonstrate knowledge and understanding of active travel

Experience of delivering cycle training and engaging with children and young people through active travel

Proven project management experience

Experience of the primary and secondary curriculum and working in a school environment

Experience of and knowledge of strategic sports development planning

Knowledge, skills and understanding	Clearly demonstrate the ability to engage with key partners and maintain good working relationships Clearly demonstrate excellent communication skills both written and verbal Ability to prioritise tasks, meet deadlines and work on own initiative Confident in using Word, Excel and PowerPoint Ability to coordinate and bring together all elements of the post	Knowledge of Curriculum for Excellence
Qualifications and training	Cycling Scotland's BSI	Cycle Trainer BSI Tutor Cycle Ride Leader
Job specific requirements	Possess personal motivation, Ability to work as a team member within a city-wide active travel and sports development team. Enthusiastic and highly motivated with the ability to motivate others Excellent interpersonal skills Strong influencing and negotiating skills Ability to build trust and devolve responsibility and resources to partners/colleagues Clear understanding of the benefits that physical activity and active travel can bring to all Resilient and able to deal confidently with difficult challenges Value and promote equality and diversity within the Council and with partners	

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

Customer focused	• Promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations. • Identifies opportunities to improve the way the team delivers customer/client services. • Ensures teams correctly identify customer/client needs and provide satisfactory solutions. • Takes personal responsibility to manage customer/client relationships. • Implements service improvements. • Monitors quality of service.
Works Effectively with others	• Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution. • Identifies with and has a shared commitment to achieving team objectives. • Shares knowledge and information with others. • Thanks, others, for their contribution and efforts. • Fosters good working relationships within teams in own department. • Actively seeks others input and values their contributions.
Managing change	• Reacts positively to change. • Is flexible and adapts plans in response to change. • Prepares and supports team members during periods of change. • Constructively challenges current thinking and procedures and offers alternative solutions. • Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.
Taking Ownership and Responsibility	• Takes the initiative to start activities or actions. • Recognises when a decision is needed and commits to act. • Is proactive, acts quickly to address current issues. • Seeks feedback and takes appropriate action. • Takes responsibility for personal development. • Modifies own behaviour to influence different situations.
Communicating Effectively	• Uses positive, appropriate language in all situations. • Communicates clearly and concisely to influence others. • Uses a variety of methods to communicate in the most effective manner. • Creates a positive confident impression. • Uses interpersonal skills to have a positive impact in meetings. • Keeps written messages simple.
Planning and Decision Making	• Regularly monitors progress and takes corrective action to ensure priorities are met. • Gathers information from several readily available sources. • Considers information objectively to establish logical options and generate solutions. • Considers options and risks before making a decision. • Determines resources and co-ordinates work logically to

ensure tasks are completed effectively.