

Recruitment person specification

Post being recruited for: Community Empowerment and Engagement 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	Demonstrable experience of working in partnership settings with a wide range of stakeholders including but not limited to; Community Councils, Local Community Planning Partnerships, Tenants and Residents organisations, community centre management committees, statutory agencies and the voluntary sector. Demonstrable experience in the development and leading of multi-agency groups in a partnership setting with particular emphasis on collaboration, consistency, co-ordination and public engagement. Demonstrable experience in community engagement and capacity building. Demonstrable experience in supporting/enabling community involvement/influence, (including participatory budgeting) in the decision-making processes associated with the expenditure of devolved Council budgets Demonstrable experience in supporting/enabling community involvement/influence in the decision-making processes associated with the expenditure of Community Grants and any other devolved Council budgets.	Demonstrable experience in the monitoring and administration of the locally devolved Community Grants Fund budget

Knowledge, skills and understanding	Demonstrable knowledge, skills and detailed understanding of Community Planning, Community Engagement and extensive knowledge of associated policy, public service and community issues. Demonstrable understanding of the Community Empowerment (Scotland) Act 2015 Demonstrable ability to work effectively in a dynamic environment with a wide range of stakeholders within a full range of non-formal and formal political environments. Demonstrated ability to communicate, influence and negotiate effectively at all levels whilst maintaining effective relationships with a diverse range of people and organisations. Demonstrable ability to analyse complex information in order to produce reports, briefings, presentations and other documents for a wide variety of audiences. Demonstrable understanding of project management approaches and change management principles. Excellent problem-solving skills including: interpretation of policy and guidance in a range of situations that can be unique or atypical & the ability to provide creative solutions to problems that may arise with a range of partners, stakeholders and funders. Demonstrable ability to effectively manage varying levels of reputational and political risk in the delivery of their responsibilities.	A demonstrable understanding of Council Health & Safety policy with specific reference to the Duty Holding role.
Qualifications and training	Qualified to degree level or equivalent in a relevant professional discipline. In exceptional cases this requirement may be satisfied through relevant experience and demonstrated competence	Hold an advanced practitioner certificate in community consultation and engagement.
Job specific requirements	A requirement to work out with standard office hours on a regular basis	

