Recruitment person specification

Post being recruited for: Nighttime Economy Coordinator

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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 working within the night-time economy or a closely related field (e.g., hospitality, culture, events, placemaking, regeneration, public engagement, destination management, BIDs, town centre management, communications, or partnership development). • Proven experience of developing new relationships and multi-agency partnerships to design, gain buy-in for, and deliver strategic action plans. • Experience managing external contractors and overseeing officers or partner deliverables. • Experience managing or having shared responsibility for substantial budgets and identifying service efficiencies or cost reductions. • Experience chairing meetings, forums, or partnership groups to drive collaborative action.	• Experience working within a local authority, public sector, or political environment. • Experience advising senior management, boards, or elected members on policy and placemaking. • Direct experience working in Edinburgh's hospitality, cultural, or civic sectors.

Knowledge, skills and understanding	• Strong leadership, people management, and stakeholder relationship skills across statutory, commercial, and voluntary/third sectors. • Strong analytical and data-interpretation skills, including the ability to develop performance indicators and translate intelligence into practical operational actions. • Understanding of key issues affecting the evening and night-time economy, particularly around prevention, community safety, inclusivity, and sustainability. • Ability to manage competing priorities, re-organise resources, and deliver projects to strict deadlines in a fast-paced environment. • Strong communication and influencing skills to act as the Council's lead officer and central point of contact.	• Working knowledge of Scottish licensing frameworks, community safety legislation, and local transport or cultural policies. • Understanding of health and safety risk assessment and management principles in public or event spaces.
Qualifications and training	• A Degree-level qualification (**SCQF Level 9**) in a relevant professional discipline **or** equivalent demonstrable experience in a relevant field.	• Postgraduate qualification or professional accreditation in town centre management, placemaking, project management (e.g., PRINCE2), or leadership.
Job specific requirements	• Ability and willingness to work flexible hours, including a significant proportion of working time during evenings and nights within the night-time economy. • Commitment to upholding health, safety, and welfare standards for self, colleagues, contractors, and members of the public.	