

## Person Specification

<b>Job Title</b>	Assistant Internal Communications and Engagement Officer
<b>Grade</b>	SO2
<b>Service/Section</b>	Communications and Engagement
<b>Directorate</b>	Chief Executive

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview  
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
1. Educated to GCSE level with a minimum of five GCSEs including English. (AF)	E
2. Knowledge and/or interest in local Government. (I)	D
3. Knowledge and/or experience of communications including digital and offline platforms. (AF, I)	E
<b>Skills and Abilities</b>	
1. Very good written and oral communications including good English spelling, punctuation and grammar. (AF, T)	E
2. Ability to manage and prioritise own workload and work on own initiative. (AF, I)	E
3. Good interpersonal, skills, resilience and the ability to work effectively with people at all levels within an organisation. (AF, I)	E
4. Ability to influence and persuade people to take a course of action. (AF, I)	E
5. Able to maintain a high degree of accuracy and attention to detail. (AF, T)	E
6. Commitment to promote the Council's Equalities agenda. (I)	E
7. Ability to use Microsoft Office applications including Word and Outlook (AF, T)	E
<b>Experience</b>	

<ol style="list-style-type: none"> <li>1. Experience of creating content for internal communications channels such as intranet, newsletters, printed materials (AF, I)</li> <li>2. Experience of liaising with a wide range of stakeholders (AF, I)</li> <li>3. Experience of turning complex information into easily understood copy (AF, T)</li> </ol>	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
<b>Equal Opportunities</b>	
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. (AF, I)</p> <p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. (I)</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>