

Person Specification



Job Title	Cycle Training and Projects Coordinator
Grade	PO1
Service/Section	Transportation / Highways and Traffic
Directorate	Communities, Environment and Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge, Skills and Abilities	
Ability to negotiate and communicate effectively, using a variety of communication method, liaising with colleagues, senior managers, clients, contractors and consultants in relation to projects and schemes.	E
Drafting reports and briefs and presenting technical matters in public, professional and political arenas	E
Understanding of local government and the legislative context in which the cycle training service operates.	D
A good level of technical knowledge of the area in which the post operates. An existing cycling instructor would be desirable but not Essential	D
Good computing skills, including MS Office programmes, internet and databases, to interrogate, analyse and present data	E
Ability to prioritise and manage workloads with minimum supervision and meet deadlines and targets in a busy environment.	E
Excellent skills in the use of a variety of desktop applications to support the work of the post. In particular spreadsheets and databases to interrogate data and present reports	D
Ability to work on own initiative within a team environment, delegating workloads and taking responsibility for specific areas of work, prioritising workloads with minimal supervision.	D
Qualifications and Experience	
(Educated to degree level) with experience in transportation or a related field or an appropriate technical qualification with experience in transportation or a related field.	D

Suitable experience of working in cycle training and/or related activities.	D
Experience of project management and implementation	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E