

Employee Specification : Special Projects Officer

Characteristics	Level	Assessed by
Able to work on own initiative	Essential	AF / I
Disciplined and methodical approach	Essential	AF / I
Willingness to be flexible in approach	Essential	AF / I
Professional outlook	Essential	AF / I
Tenacious and ability to complete all tasks in a specific project	Essential	AF / I
Honesty and transparency	Essential	AF / I
willingness to undertake required learning	Essential	AF / I
A commitment of localism and community activity	Essential	AF / I
Knowledge		
of health and safety requirements	desirable	AF / I
of equality and diversity requirements of local authorities	desirable	AF / I
of the Water Orton Local Plan 2022-2035	desirable	AF / I
of Water Orton village and its residents	desirable	AF / I
Experience		
of legal matters specifically relating to land ownership and registration	highly desirable	AF / I
of procurement in a public sector context	highly desirable	AF / I
Abilities		
To write succinct and clear reports	Essential	AF
to use computer packages such as word, outlook and excel	Essential	AF
to research using various sources including the internet	Essential	Test
to build productive working relationships	Essential	AF / I