

Harlow Council Employee Profile

Job Title: Harlow and Gilston Garden Town District Lead Officer

Post Number: PL0043X

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	Relevant professional qualification and eligible for membership of appropriate professional body.		Application
Related Experience	<p>Significant demonstrable experience and expert knowledge of working in the relevant service delivery discipline.</p> <p>Experience of mentoring and supporting officers on lower grades.</p> <p>Ability to establish positive relationships with key stakeholders at all levels of the organisation and partners that generate confidence and respect.</p>		Application Interview
Special Circumstances	<p>Ability to attend meetings outside normal working hours.</p> <p>You may be required to attend off site meetings either by public transport or your own means of transport.</p>		Interview
Special Knowledge, Training	<p>A thorough appreciation, knowledge and understanding of the current issues relating to local government.</p> <p>Possess a high degree of political sensitivity.</p>		Application Interview

<p>Skills and Abilities</p>	<p>The ability to analyse issues and set them down in a variety of written forms in a clear and concise manner dependent upon the recipient, to include recommendations for action where appropriate.</p> <p>A good understanding of the use of technology for the delivery of modern and streamlined services and processes.</p> <p>Ability to organise workload and tasks to ensure deadlines, performance targets and customer service commitments are met.</p> <p>Evidence effective communication contributing to a strong team performance.</p> <p>Collaborative approach to knowledge sharing, problem solving and service delivery.</p> <p>Strong focus on outcomes.</p> <p>Demonstrate the ability and willingness to drive through continuous improvements in performance/service delivery.</p> <p>Good judgement, strong analytical skills and the ability to use data and information intelligently and innovatively.</p> <p>Demonstrate the ability to adopt a creative and innovative approach to the role.</p> <p>Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others.</p>		<p>Application Interview</p>
<p>Disposition and Attitude</p>	<p>Able to demonstrate personal conduct, integrity and credibility that inspires confidence in Members, employees, customers, partners and others.</p> <p>Self-aware and understands how own style and behaviour impacts on the performance of others.</p> <p>Demonstrate strong emotional intelligence and resilience.</p> <p>Proactive and tenacious in approach.</p> <p>To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.</p> <p>Demonstrate a strong customer focus – putting customers at the heart of what you do.</p> <p>Demonstrate a strong personal commitment to quality and cost-effective public services, informed by customer and community involvement.</p>		<p>Application Interview</p>