

Ref No: XXXXXX
Closing Date: XXXXXX

(Please quote this reference number on all correspondence)

BLACKBURN WITH DARWEN BOROUGH COUNCIL

PERSON SPECIFICATION

POST TITLE: RESEARCH AND ENGAGEMENT ADVISOR
SECTION: CORPORATE RESEARCH
DEPARTMENT: POLICY AND COMMUNICATIONS

NO.	CRITERIA	ESSENTIAL/DESIRABLE	ASSESSED BY
1.	EXPERIENCE		
1.1	Working effectively with citizens to develop policies, strategies and action plans.	E	Application Form Interview
1.2	Consulting and actively engaging with citizens, partners and members.	E	Application Form Interview
1.3	Experience of undertaking research to inform policy analysis and development.	E	Application Form Interview
1.4	Experience of multi-agency partnership working.	E	Application Form Interview

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1.5	Managing resources, human and financial.	E	Application Form Interview Reference
1.6	Experience of working within a multi-cultural community.	E	Application Form Interview Reference
1.7	Working in a political environment or with Elected Members.	E	Application Form Interview.
1.8	Experience of delivering policy priorities and government legislative requirements across complex organisations and partnerships.	E	Application Form Interview
2.	KNOWLEDGE		
2.1	Understanding of the effect of social, political, legislative and financial change on local government and the communities it services and represents.	E	Application Form Interview
2.2	Knowledge of the issues facing a multi-cultural	E	Application Form

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	community.		Interview
2.3	An awareness of the role of other organisations in the public, private and voluntary sectors and their role in relation to the provision of services to citizens.	E	Assessment Application Form Interview
2.4	Understanding the effect of social, political, legislative and financial change on local government and the communities it serves and represents.	E	Application Form Interview
2.5	Knowledge of equality, social inclusion, neighbourhood renewal, community cohesion and crime and disorder issues and legislation.	E	Assessment Application Form Interview
2.6	Knowledge of effective methods / ways of delivering positive outcomes through engagement with citizens.	E	Application Form Interview

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3.	SKILLS AND ABILITIES		
3.1	Ability to operate successfully within a political environment and to work constructively with all elected members.	E	Application Form Interview
3.2	Excellent Information and Communication Technology skills.	E	Application Form
3.3	Excellent interpersonal and communication skills and the ability to motivate others.	E	Application Form Interview Reference
3.4	Ability to contribute to the development, implementation and review of the Council's corporate policies and strategies.	E	Application Form Interview
3.5	Able to work independently, highly self-motivated, capable of dealing with a demanding workload and consistently delivering to deadline.	E	Interview Reference
3.6	Financial management skills	E	Assessment

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4.	QUALIFICATIONS		
4.1	Educated to degree standard or with relevant qualification.	D	Application Form
4.2	Social research qualification or proven equivalent experience	E	Application Form
5.	OTHER REQUIREMENTS		
5.1	Able and prepared to attend evening meetings as required and to participate in training events for Members held during the weekend.	E	Interview