

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Service Delivery	Service: Communities Team (Events)	Job Title: Events and Arts Officer
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
Demonstrable experience of planning, coordinating and delivering events, including supporting operational requirements before, during and after delivery.	A suitable qualification in planning large events	Application Form, Interview, Exercise
Knowledge and/or experience of working within arts, culture, community or events.	Knowledge and experience of Health and Safety policies relevant to events management	Application Form, Interview, Exercise
Experience of marketing and promoting events, including contributing to the design, production and distribution of promotional materials across appropriate channels. This includes experience using Canva.	Experience of providing financial administration support and budget management	Application Form, Interview, Exercise
Experience in creating content for various social media channels.		Application Form, Interview
Experience of supporting project management activity, including planning, scheduling, monitoring progress, coordinating resources and meeting deadlines.		Application Form, Interview, Exercise

Experience of engaging with communities, partners, suppliers, performers, volunteers and other stakeholders to support successful event delivery. Ability to remain calm, professional and effective when working under pressure, particularly during busy periods and live event delivery. Excellent organisational skills, with the ability to manage multiple tasks, competing priorities and deadlines accurately and efficiently. Ability to undertake a range of administrative duties, including booking vendors, suppliers and entertainment; arranging and minuting meetings; maintaining records; and responding to enquiries received by the Events Team. Willingness and ability to work outside normal service hours when required, including attending meetings, supporting evening and weekend events, and assisting with event preparation and delivery.		Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview
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Competency	Essential	Desirable	How Assessed
Achieving Results	Improves performance Reviews working practices, looks for new methods or approaches to make things happen. Makes changes in systems or processes to improve performance of self and/or team.		Examples: Application Form Interview Exercise

	Uses feedback and review to improve personal and team performance. Contributes towards service improvement.		
Communication	Communicates with empathy Prepares and structures communication to aid understanding. A high level of verbal and written communication skills. Responds to communication from others, adjusting the response according to the need. Understands underlying requirements, adapting style of communication to meet the needs of the audience. Communicates to an appropriate level of detail and precision for their audience. Communicates complex information in a variety of written formats.		Examples: Application Form Interview Exercise
Creative Thinking	Questions existing approach Sees patterns, trends and missing pieces. Questions conventional ways of doing things. Uses new information to offer realistic alternatives. Tailors existing approach in order to provide better results. Actively contributes ideas and creative thinking.		Examples: Application Form Interview Exercise
Customer Focus	Builds customer relationships Demonstrates excellent customer care. Builds and develops relationships with customers. Proposes innovative and creative solutions to customer needs. Demonstrates empathy and proactively anticipates the needs of the customer. Uses knowledge and experience to exceed customer expectations. Develops ways to measure customer satisfaction and capture customer feedback.		Examples Application form Interview Exercise

Decision Making and Problem Solving	Deals with issues systematically Analyses each stage of the process and breaks down problems into smaller parts. Asks questions to gather information. Organises information logically and systematically to make decisions and determine priorities. Explains things in a clear step by step approach. Uses initiative.		Examples: Application Form Interview Exercise
Making Change Work	Accepts & Supports Change Embraces change. Adapts to fit in. Describes the need for change to others. Open to new ideas.		Examples: Application Form Interview
Managing Resources, Projects & Processes	Plans day-to-day Makes decisions on day to day priorities and manages own time effectively. Ability to multi task on several events at the same time. Uses own initiative. Deals with issues systematically in order to make decisions and determine priorities. Develops clear and realistic short term plans. Looks for ways to make the most of available resources. Contributes to decision making processes.		Examples: Application Form Interview Exercise
Organisational Awareness & Commitment	Supports the Council Understands the informal structures of the Council, recognising key staff, decision makers and those in positions of influence. Expresses pride, pleasure, and dedication in being part of the Council. Promotes the Council's reputation with customers and external bodies.		Examples: Application Form Interview

Personal Impact	Consciously sets out to influence outcomes Shows empathy. Influences outcomes by expressing own view confidently and assertively. Ability to work with tact, diplomacy, discretion, sensitivity and with political awareness. Remains effective under pressure. Strives to do any task as well as possible. Sets out to achieve win/win situations.		Examples: Application Form Interview
Working Relationships	Strengthens Working Relationships Strengthen relationships through building a solid foundation of mutual understanding and trust. Proactively supports colleagues. Displays willingness to learn from others, including own team members and peers. Resolves conflict and does not avoid difficult issues.		Examples: Application Form Interview
Equal Opportunities and Fairness	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Examples: Application Form

Date Issued:

June 2026

Issued by: Chris Smith