

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Qualifications, Professional Membership, Technical Skills

ESSENTIAL		DESIRABLE	HOW ASSESSED
Educated to degree level or equivalent in a relevant subject.		A degree in social studies, communications or a similar subject	Application Form Copy of qualifications Interview
A full UK driving licence, and access to car.		Ability to travel across multiple stations within and outside the area route.	Interview
Ability to use standard computer packages. such as Word, Excel and PowerPoint			Application Form Interview Presentation
Demonstrate a working knowledge of UK rail industry and transport policy.			Application Form Interview
Competency	Essential	Desirable	How Assessed
Achieving Results	Ability to organise workload and prioritise effectively.		Application Form Interview Presentation
Communication	Excellent oral and written communication skills and confident presenter. Ability to write detailed reports	Experience in marketing and press communications	Application Form Interview Presentation
Creative Thinking	Ability to work on own initiative		Application Form Interview
Customer Focus	Excellent facilitator with ability to encourage, motivate and retain volunteers		Application Form Interview Presentation
Decision Making and Problem Solving	Experience in working in partnership with a range of agencies to develop projects.	Good interpersonal, networking and negotiation skills	Application Form Interview
Making Change Work	Experience in working with and engaging the community	A "can do" attitude	Application Form Interview
Managing Resources, Projects & Processes	Experience in successfully managing and delivering projects.	Ability to manage a budget	Examples: Application Form Interview Exercise
Organisational Awareness & Commitment	Be supportive of the organisation including the ability to promote the Council's reputation with customers and partners	Ability to recognise and take the best approach to produce the best outcomes for customers	N/A

Personal Impact	Experience in recruiting and managing volunteers and engaging the community		Examples: Application Form Interview
Working Relationships	Good team player who can work With a range of agencies to develop projects		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.		

Date Issued: 2nd October 2026

Issued by: