

3. Special Conditions

- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- The post holder may be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out of hours emergencies in connection with any function undertaken by the Council. Limited weekend work may also be necessary.
- Fundamental to the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures associated with the role, adopting professional techniques and good practice at all times.
- The above duties may involve having access to information of a confidential nature, which may be covered by the GDPR/Freedom of Information Act, Council Policies in respect of confidentiality and storage must be followed at all times.
- A driving licence is desirable with access to motor vehicle.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: **Economic Growth Apprentice**

Post No:

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Good GCSE passes or equivalent in English and Mathematics.
- Competent user of Word/PowerPoint/Excel/E Mail and other relevant ICT systems.

COMPETENCY REQUIREMENTS

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

6.1 Planning and Organising

- a. Sets clearly defined objectives.
- b. Plans activities and projects well in advance and takes account of possible changing circumstances.
- c. Manages time effectively.
- d. Identifies and organises resources needed to accomplish tasks.

- e. Monitors performance against deadlines and milestones.

7.2 Coping with Pressures and Setbacks

- a. Works productively in a high pressure environment.
- b. Keeps emotions under control during difficult situations.
- c. Balances the demands of a work life and a personal life.
- d. Maintains a positive outlook at work.
- e. Handles criticism well and learns from it.