

### Person Specification

**Post:** Health Development Officer

**Department** Student and Library Services – Tees Valley Sport

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential/Desirable
<b>1. Qualification/ Education</b>	<ul style="list-style-type: none"> <li>Educated to NVQ Level 4 or higher</li> <li>Degree or equivalent work experience</li> </ul>	Yes/No (Application Form/Certificates)	Essential  Desirable
<b>2. Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Excellent understanding of the health system across the region.</li> <li>Understanding of the impact of physical activity interventions on long term health conditions.</li> <li>Knowledge of behaviour change and understanding of why people are inactive.</li> <li>Experience of effectively engaging a range of external partners to create collaborations and networks.</li> <li>Ability to develop creative solutions, as an aid to problem-solving.</li> </ul>	Provide descriptions and examples for each criteria.	Essential  Essential  Essential  Essential



<b>3. IT Skills</b>	<ul style="list-style-type: none"> <li>• Good skills and knowledge of the Microsoft Office programmes.</li> </ul>	Provide descriptions and examples for each criteria	Essential
<b>4. Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills, with the ability to write and present clearly and concisely.</li> <li>• Ability to produce, interpret and present data, including writing reports.</li> <li>• Ability to deal with confidential information and adhere to the Data Protection Act and related regulations, and to approach personal issues in a sensitive manner.</li> <li>• Ability to engage effectively with both students and staff to support the achievement of targets.</li> <li>• Ability to forge meaningful relationships and influence the approach of others as well as a commitment to providing high levels of customer service.</li> <li>• Experience in delivering presentations to varied audiences.</li> <li>• Experience in leading meetings and presenting to a range of stakeholders.</li> <li>• A demonstrable knowledge and delivery of safeguarding and equality plans.</li> </ul>	Provide descriptions and examples for each criteria	Essential  Essential  Essential  Essential  Essential  Desirable  Desirable

	<ul style="list-style-type: none"> <li>Promoting and marketing services.</li> </ul>		Desirable
<b>5. Teamwork and Motivation</b>	<ul style="list-style-type: none"> <li>Able to multi-task, plan ahead, manage tasks, meet competing deadlines and work effectively as part of a team.</li> <li>Work flexibly when required, with the ability to adapt to change.</li> <li>Self-motivated, able to work to and achieve outcomes.</li> <li>Actively and positively participate with and contribute to the team.</li> <li>Committed to collaboration, catalysing change and positively disrupting the status quo.</li> </ul>	Demonstrate your knowledge and experience of multitasking.	Essential  Essential  Essential  Essential  Essential
<b>6. Planning and Organisational Skills</b>	<ul style="list-style-type: none"> <li>Self-motivated – able to work alone with minimum supervision.</li> <li>Ability to plan and organise own work using appropriate methods.</li> </ul>	Provide descriptions and examples for each criteria	Essential  Essential

	<ul style="list-style-type: none"> <li>• Work flexibly to meet project objectives and priorities.</li> </ul>		Essential
<b>7. Values</b>	<p>The role holder is required to:</p> <ul style="list-style-type: none"> <li>• Demonstrate commitment to the University's Vision, Mission and Values and to work within University policies and procedures.</li> <li>• Demonstrate a flexible and collaborative approach.</li> <li>• Be adaptable to change.</li> <li>• Adopt a continuous improvement approach both personally and within teams.</li> <li>• Lead and manage in accordance with the University's Values by example.</li> </ul>	<p>Describe:</p> <p>Describe your commitment to an organisation's Vision, Mission and Values and how you have worked within policies and procedures.</p> <p>How you have been flexible and collaborative.</p> <p>How you have been adaptable to change.</p> <p>What continuous improvement approach you have taken.</p> <p>Describe how you have personally led and managed in accordance with an organisation's values.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>