

Person Specification

Post: Health Development Officer

Department Student and Library Services – Tees Valley Sport

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential/ Desirable
1. Qualification/ Education	Educated to NVQ Level 4 or higher	Yes/No (Application Form/Certificates)	Essential
	Degree or equivalent work experience		Desirable
2. Knowledge and Experience	Excellent understanding of the health system across the region.	Provide descriptions and examples for each criteria.	Essential
	Understanding of the impact of physical activity interventions on long term health conditions.		Essential
	 Knowledge of behaviour change and understanding of why people are inactive. 		Essential
	 Experience of effectively engaging a range of external partners to create collaborations and networks. 		Essential
	Ability to develop creative solutions, as an aid to problem-solving.		Essential

Budget management experience.	Essential
 Experience of working in or with health settings, public health, adult social care or adult physical activity. 	Desirable
Project management with one or more areas of leadership and accountability.	Desirable
 Knowledge of whole system change approaches to tackling inactivity. 	Desirable
Knowledge of health inequalities.	Desirable
 An understanding of issues faced in primary and secondary care that can impact on physical activity advocacy, support and education. 	Desirable
The development and introduction of a new service, product or initiative.	Desirable
 Previous work in or knowledge of weight management, mental health or other health disciplines. 	Desirable
 Awareness of academic research and its potential contribution and application to project design and delivery. 	Desirable

3. IT Skills	Good skills and knowledge of the Microsoft Office programmes.	Provide descriptions and examples for each criteria	Essential
4.Communication/ Interpersonal Skills	Excellent written and oral communication skills, with the ability to write and present clearly and concisely.	Provide descriptions and examples for each criteria	Essential
	 Ability to produce, interpret and present data, including writing reports. 		Essential
	 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. 		Essential
	 Ability to engage effectively with both students and staff to support the achievement of targets. 		Essential
	 Ability to forge meaningful relationships and influence the approach of others as well as a commitment to providing high levels of customer service. 		Essential
	Experience in delivering presentations to varied audiences.		Essential
	Experience in leading meetings and presenting to a range of stakeholders.		Desirable
	 A demonstrable knowledge and delivery of safeguarding and equality plans. 		Desirable

	Promoting and marketing services.		Desirable
5. Teamwork and Motivation	 Able to multi-task, plan ahead, manage tasks, meet competing deadlines and work effectively as part of a team. Work flexibly when required, with the ability to adapt to change. Self-motivated, able to work to and achieve outcomes. Actively and positively participate with and contribute to the team. Committed to collaboration, catalysing change and positively disrupting the status quo. 	Demonstrate your knowledge and experience of multitasking.	Essential Essential Essential Essential
6. Planning and Organisational Skills	 Self-motivated – able to work alone with minimum supervision. Ability to plan and organise own work using appropriate methods. 	Provide descriptions and examples for each criteria	Essential Essential

	Work flexibly to meet project objectives and priorities.		Essential
7. Values	The role holder is required to:	Describe:	
	 Demonstrate commitment to the University's Vision, Mission and Values and to work within University policies and procedures. 	Describe your commitment to an organisation's Vision, Mission and Values and how you have worked within policies and procedures.	Essential
	Demonstrate a flexible and collaborative approach.	How you have been flexible and collaborative.	Essential
	Be adaptable to change.	How you have been adaptable to change.	Essential
	 Adopt a continuous improvement approach both personally and within teams. 	What continuous improvement approach you have taken.	Essential
	 Lead and manage in accordance with the University's Values by example. 	Describe how you have personally led and managed in accordance with an organisation's values.	Essential