



PERSON SPECIFICATION

Post title: Dartmoor Tests and Trails Project Assistant
 Directorate: Conservation and Communities
 Grade: 3

Requirements & Criteria	Essential/ Desirable	Method of Assessment
Knowledge/Experience		
Practical experience of working within an administrative environment	E	Application Form/ Interview
Leading and/or supporting/organising projects and events	E	Application Form/ Interview
Managing data, gathering statistics and presenting information	E	Application Form/ Interview
Experience working with and/or knowledge of farming and rural issues	D	Application Form/ Interview
Knowledge and experience of agriculture, ideally in an upland context	D	Application Form/ Interview
Experience of working with the public in a customer-facing role (e.g. Reception/customer service)	E	Application Form/ Interview
Education/Training/Qualifications		
Business/Administration qualification (e.g. NVQ Level 3) or equivalent	D	Application Form/ Interview
English and Maths to GCSE level standard or equivalent	E	Application Form/ Interview
Skills/Abilities		
Good oral, written and interpersonal communication skills	E	Application Form/ Interview
Comfortable liaising with and coordinating diverse groups	E	Application Form/ Interview
Good organisational skills and the ability to process information accurately	E	Application Form/ Interview
Working knowledge of the Microsoft Office applications (Word, Excel, Access, Outlook)	E	Application Form/ Interview
Able to work independently as well as part of a team	E	Application Form/ Interview
Able to prioritise and manage own workload and time	E	Application Form/ Interview
Ability to be flexible in approach to tasks and working across teams	E	Application Form/ Interview
Ability to work calmly and efficiently under pressure	E	Application Form/ Interview
Able to maintain confidentiality and use discretion	E	Application Form/ Interview
Enthusiasm for improving and developing effective office procedures	E	Application Form/ Interview

Other Requirements		
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Understanding the role of National Park Authorities	D	Application form

Job Specific Competencies (refer to Competency Framework)

<p>Communication & Interpersonal Skills (Level 1)</p> <ul style="list-style-type: none"> ▪ Uses a variety of channels to communicate in a clear and concise manner. ▪ Listens attentively to other people's views, ideas and concerns. ▪ Responds to others in an open, honest and appropriate manner. ▪ Ensures that the information and knowledge being communicated is accurate, current and complete. ▪ Asks additional questions for clarification when needed. ▪ Maintains good working relationships with colleagues and external contacts. ▪ Has a positive attitude to 'Team Dartmoor' and champions the work of DNPA
<p>Development of Self and Others (Level 1)</p> <ul style="list-style-type: none"> ▪ Takes responsibility for personal learning and development. ▪ Responds positively to feedback and applies learning. ▪ Makes suggestions for improvements to work processes in role / team. ▪ Demonstrates willingness to work on different tasks and in different areas to gain experience and broaden own skills. ▪ Demonstrates an awareness of own strengths and weaknesses, and identifies development needs and opportunities.
<p>Strategic Awareness (Level 1)</p> <ul style="list-style-type: none"> ▪ Understands own work objectives and deliverables and the measures of success. ▪ Appreciates the impact of own role in relation to other areas of DNPA and their direct customers. ▪ Has a broad understanding of the vision and purpose of DNPA and the role of all areas across the Authority. ▪ Understands and respects the core values of DNPA. ▪ Organises own day to day work, and responds quickly and positively to changing priorities. ▪ Actively participates in Team Dartmoor days. ▪ Demonstrates a flexible approach to supporting other teams, in order to achieve wider organisational objectives ▪ Champions the work of DNPA
<p>Working Effectively (Level 1)</p> <ul style="list-style-type: none"> ▪ Manages own time effectively. ▪ Ensures accurate management of data and record systems. ▪ Delivers results to meet agreed targets. ▪ Takes responsibility for own actions and for checking quality of own work. ▪ Follows Authority policies and procedures.

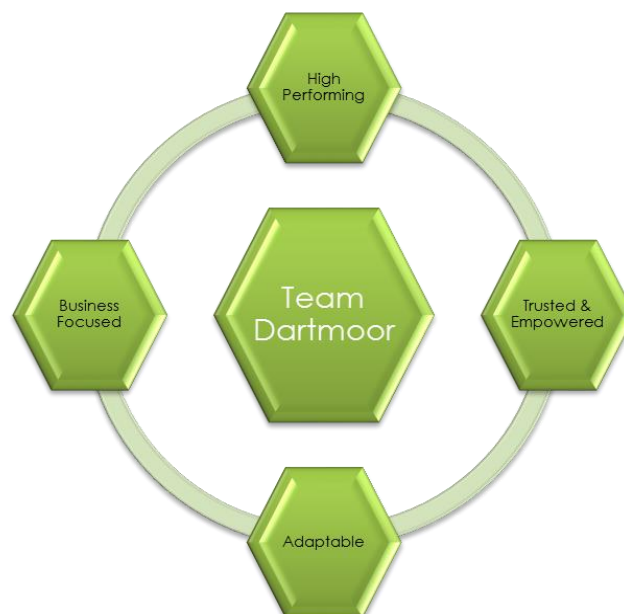
- Uses initiative to identify improvements to own work processes and adapts approach to become more effective / efficient.
- Works to a high standard to deliver a quality service to customers.
- Makes the best and most efficient use of resources.
- Possesses the necessary ICT skills to be able to effectively perform own role

Decision Making and Problem Solving (Level 1)

- Uses initiative to make decisions and solve problems relating to day-to-day work within the boundaries of their own role.
- Makes suggestions for improvements in relation to decisions or problems affecting their own area of work.
- Seeks advice or clarification from colleagues / managers where appropriate.
- Responds promptly to queries from colleagues regarding their own area of work.

Continuous Improvement (Level 1)

- Shows flexibility when circumstances change or when asked to change existing ways of working.
- Recognises the impact of changes on own area of work, and responds positively.
- Shows an ability to reflect on whether there is a better way of doing things, and makes suggestions for improvements in own area of work.
- Open to new ideas and initiatives.
- Has a desire to meet own objectives and do a good job.
- Strives to achieve full potential.



August 2022