

PERSON SPECIFICATION

Post title: Dartmoor Farm Engagement Officer
 Directorate: Conservation & Communities
 Grade: 5



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Education/Training/Qualifications		
Degree or equivalent in relevant subject or relevant vocational qualifications and relevant work experience	E	Application Form
Knowledge/Experience		
Knowledge and understanding of upland farming systems and land management issues	E	Application Form/ Interview
Considerable experience advising and delivering agri-environmental schemes and dealing with conservation issues	E	Application Form/ Interview
Understanding of farm business and support mechanisms	E	Application Form/ Interview
Excellent knowledge of agricultural production subsidies, rural development regulations and wider rural development schemes	E	Application Form/ Interview
Experience of successfully accessing grant and public funding	E	Application Form/ Interview
Experience of working together with land managers to achieve positive environmental outcomes	E	Application Form/ Interview
Good ecological and habitat management and restoration experience	E	Application Form/ Interview
Understanding of the land management and heritage conservation in the uplands and links to sustainable economies and funding streams	D	Application Form/ Interview
Able to demonstrate experience of budget management and procurement processes	D	Application Form/ Interview
Experience of successfully communicating environmental messages to a wide variety of audiences through a range of media	D	Application Form/ Interview
Skills/Abilities		
Empathy and ability to deal sensitively with land managers	E	Application Form/ Interview
Excellent oral, written and interpersonal communication skills - ability to develop and sustain positive collaborative relationships	E	Application Form/ Interview
Good negotiation skills and ability to work with a range of people	E	Application Form/ Interview
Excellent organisational skills and the ability to process information accurately	E	Application Form/ Interview
Working knowledge of Microsoft Office applications and general ICT skills including databases	E	Application Form/ Interview

Able to work independently as well as part of a team	E	Application Form/ Interview
Able to manage own workload and time	E	Application Form/ Interview
Ability to use GIS programmes and GPS and interpret remotely sensed data	D	Application Form/ Interview
Report writing and presentation skills	E	Application Form/ Interview
Other Requirements		
A commitment to continuous personal and professional development	E	Application Form/ Interview
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
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check
Flexibility and willingness to work occasional evenings and weekends	E	Application Form/ Interview

Job Specific Competencies (refer to Competency Framework)

Communication & Interpersonal Skills (Level 2)

- Uses positive communication to give praise and celebrate success
- Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.
- States own views clearly, concisely and confidently, providing relevant evidence to support their case.
- Uses a range of communication techniques to gain and maintain the attention and interest of others.
- Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.
- Actively recognises when a message has been misinterpreted and provides clarity.
- Makes information available promptly to those who need it internally or externally.

Development of Self and Others (Level 2)

- Develop coaching and mentoring skills in order to support others.
- Completes appraisals and appraisal reviews for direct reports, effectively and on time.
- Completes a full and timely induction for new members of team.
- Positively seeks to develop and improve own management skills and competencies.
- Gives prompt, honest and constructive feedback to others, in an appropriate manner.
- Recognises and responds positively to good performance and behaviours.
- Agrees what is expected of others, and addresses under performance issues when they arise.
- Actively reviews own Personal Development Plan, and addresses any gaps in knowledge and skills without prompting.

Strategic Awareness (Level 2)

- Is clear on the key priorities for DNPA and strives to achieve them.
- Has a clear understanding of the organisational policies and procedures and works within these.
- Understands the role of the Members in relation to the work of DNPA.
- Sets priorities and demanding but achievable objectives for others.
- Supports others to understand standards expected of them and monitors progress against objectives.
- Responds to changing priorities; re-prioritising own workload and that of others as required.
- Encourages a constructive response to change in others through a positive and collaborative attitude.

Working Effectively (Level 2)

- Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work.
- Ensures that own work and work of the team consistently meets high standards for quality and customer service.
- Communicates well with colleagues to ensure internal processes work efficiently and effectively.
- Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work.
- Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects.
- Manages spending within agreed budget.

Decision Making and Problem Solving (Level 2)

- Makes timely and considered decisions based on analysis of available data, information and evidence.
- Demonstrates fairness and consistency in actions and decisions that impact on others.
- Takes time to review problems, identify and implement solutions.
- Demonstrates accountability for decisions taken.
- Takes into account the feedback of others in order to make effective decisions.

Continuous Improvement (Level 2)

- Constructively challenges the status quo, and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, in order to continually find ways of improving.



August 2023