

PERSON SPECIFICATION

Post title: Landscape Project Officer
 Directorate: Conservation & Communities
 Grade: 4



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Knowledge/Experience		
Experience supporting the coordination and delivery of projects	E	Application Form/ Interview
Able to demonstrate experience of budget management and procurement processes	E	Application Form/ Interview
Experience organising meetings and events, including preparing detailed minutes and reports	E	Application Form/ Interview
Knowledge and experience of communication and outreach through a range of media	E	Application Form/ Interview
Experience of managing contracts and supporting with writing specifications	D	Application Form/ Interview
Knowledge of planning permissions and land management processes	D	Application Form/ Interview
Experience of working with farming communities	D	Application Form/ Interview
Education/Training/Qualifications		
Degree or equivalent in environmental subject	E	Application Form
Skills/Abilities		
Excellent oral, written and interpersonal communication skills	E	Application Form/ Interview
Good 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 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
Working knowledge of databases, GIS and GPS	D	Application Form/ Interview
Strong stakeholder engagement and collaboration skills	E	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
Willingness to be flexible and work occasional evenings and weekends, if required	E	Application Form/ Interview

Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check
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Competency Requirements (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 1)

- 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.

Strategic Awareness (Level 1)

- 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

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 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

July 2025