

PERSON SPECIFICATION

Post title: Farming Support Officer
 Directorate: Conservation & Communities
 Grade: 4



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Education/Training/Qualifications		
Degree (or equivalent) in relevant subject (e.g. Countryside Management)	D	Application Form
Knowledge/Experience		
Knowledge and understanding of farming, land management and natural/heritage conservation and links to sustainable economies and funding streams	E	Application Form/ Interview
Significant experience of providing advice to farmers relating to business resilience and profitability, agri-environment schemes, funding, soils and grasslands, livestock etc.	D	Application Form/ Interview
Experience of working together with farmers and landowners to achieve positive business and environmental outcomes	D	Application Form/ Interview
Experience of successfully developing and delivering multi objective projects and demonstrable project management skills	D	Application Form/ Interview
Proven relevant experience of developing and co-ordinating the delivery of rural land/heritage-based courses and training	D	Application Form/ Interview
Experience of successfully communicating agricultural and environmental messages to a wide variety of audiences through a range of media	D	Application Form/ Interview
Able to demonstrate experience of budget management and procurement processes	D	Application Form/ Interview
Track record of securing grant funding	D	Application Form/ Interview
Skills/Abilities		
Excellent oral, written and interpersonal communication skills	D	Application Form/ Interview
Good negotiation skills and ability to work with a range of people	D	Application Form/ Interview
Excellent organisational skills and the ability to process information accurately	D	Application Form/ Interview
Working knowledge of Microsoft Office applications and good general ICT skills, including use of databases	D	Application Form/ Interview
Able to work independently as well as part of a team	D	Application Form/ Interview
Able to manage own workload and time	D	Application Form/ Interview
Report writing and presentation skills	D	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)

<p>Communication and Interpersonal Skills (Level 2)</p> <ul style="list-style-type: none"> ▪ 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.
<p>Development of Self and Others (Level 2)</p> <ul style="list-style-type: none"> ▪ Develop coaching and mentoring skills in order to support others. ▪ Completes appraisals and appraisal reviews for direct reports, effectively and on time (where applicable). ▪ 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.
<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

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 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.

September 2022