

# TAVISTOCK TOWN COUNCIL



## PERSON SPECIFICATION

**Job Title: Market Development Officer**

<b>QUALIFICATIONS/ KNOWLEDGE &amp;SKILLS/EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b><u>Qualifications</u></b></p> <ol style="list-style-type: none"> <li>1. Relevant Management, Marketing or Market qualification(s) or equivalent experience</li> <li>2. 5 GCSE's at Grades A-C including English &amp; Mathematics</li> </ol>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
<p><b><u>Knowledge and Skills</u></b></p> <ol style="list-style-type: none"> <li>1. Proven ability to successfully develop new market type offers or equivalent retail knowledge &amp; knowledge of related good practice</li> <li>2. Excellent communication, organisational, promotional &amp; marketing skills, including in writing, plus proven ability to work with/build relationships with a diverse range of stakeholders and the press</li> <li>3. Knowledge of and competence in management &amp; administrative processes/good administrative practice such as record management, customer care, the administration of compliance systems &amp; Health &amp; Safety.</li> <li>4. Developed project &amp; event management skills</li> </ol>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p>

5. IT skills commensurate with the post	√	
<b>Experience</b> <ol style="list-style-type: none"> <li>1. Experience of the drafting, implementing &amp; interpretation of licenses, tenancy agreements, leases, regulations &amp; conditions for the occupation &amp; use of premises &amp; trading space or to be able to demonstrate such ability</li> <li>2. Experience of dealing with interpersonal &amp; confrontational issues in a firm but fair manner</li> <li>3. Relevant supervisory/management experience</li> <li>4. Relevant experience of working in the public sector</li> </ol>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>
<b>Additional Requirements</b> <ol style="list-style-type: none"> <li>1. Be physically capable of undertaking necessary duties</li> <li>2. Current Full Driving Licence</li> <li>3. A flexible approach including ability to work outside normal hours if/when required eg duties pertaining to call outs, attending meetings, events and management of business</li> <li>4. A commitment to undertake training &amp; professional development</li> </ol>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	<p style="text-align: center;">√</p>