

**BRECKLAND COUNCIL
PERSON SPECIFICATION
Principal Income Officer**

ATTRIBUTES	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
EXPERIENCE	PROVEN EXPERIENCE IN A BENEFITS ENVIRONMENT, AS A SUPERVISOR OR IN A JUNIOR MANAGEMENT ROLE	MANAGEMENT EXPERIENCE
QUALIFICATIONS	GOOD GENERAL EDUCATION INCLUDING TWO GCSE (ENGLISH AND MATHS)	IRRV OR BUSINESS STUDIES QUALIFICATION
KNOWLEDGE	MUST DEMONSTRATE GOOD MOTIVATIONAL AND COMMUNICATION SKILLS	A WORKING KNOWLEDGE OF MICROSOFT OFFICE KNOWLEDGE OF PROJECT MANAGEMENT
SKILLS	MUST BE ABLE TO WORK ON OWN INITIATIVE AND PROVIDE INFORMATION ON TARGETS AND WORK OUTSTANDING WHEN NEEDED. MUST DEMONSTRATE A CONSCIENTIOUS ATTITUDE TOWARDS ACHIEVING WORK TARGETS, MOTIVATE STAFF AND A TEAM SPIRIT	COMPUTER LITERACY WORKING KNOWLEDGE OF ACADEMY REVENUES SUITE

ATTITUDE	FLEXIBLE AND WILLING AND ABLE TO ACT AS AN AMBASSADOR FOR THE ARP PARTNERSHIP MUST BE ABLE TO INFLUENCE AND DIRECT STAFF WHILST MAINTAINING AND IMPROVING TEAM ESTEEM	
SPECIAL CIRCUMSTANCES		