

Person Specification		
Neighbourhood Services		
Partnerships and Business Support Co-ordinator		
Grade: LS12	Post Number: 8051	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of effectively managing performance, including maintaining information and records</p> <p>Experience of effectively managing staff, creating an environment for people to perform to the best of their ability</p> <p>Experience of dealing with daily service requests, queries and complaints, and actioning accordingly</p> <p>Experience of delivering front facing customer service</p> <p>Experience of partnership working and developing working relationships with key council partners</p>	<p>Experience of effective budget management</p> <p>Experience of working with Elected members</p> <p>Experience of relevant knowledge of health and safety within the specific areas of work</p> <p>Planning and co-ordinating activities including key partners and volunteer groups to provide benefit to the local environment</p>
QUALIFICATIONS	None	<p>Health and Safety qualification</p> <p>A relevant management qualification (ILM or equivalent)</p>
SPECIALIST KNOWLEDGE/ SKILLS	<p>Understanding of Rushcliffe Borough Council Strategic Priorities</p> <p>Knowledge of business development opportunities and income generation</p> <p>Ability to respond to customer queries in relation to tender documentation and quotes for work</p>	

OFFICIAL

IT SKILLS	Competent using Microsoft Office including Outlook, Word and Excel	Ability to produce and deliver Powerpoint presentations
PERSONAL CHARACTERISTICS	<p>Commitment to team working</p> <p>Highly motivated, with ability to work on own initiative and prioritise work.</p> <p>Excellent organisational skills</p> <p>Effective interpersonal, diplomacy and influencing skills</p> <p>Experience of dealing with a diverse workforce and a clear understanding of equality and diversity within the workplace</p> <p>Excellent numeracy and literacy skills</p>	
PHYSICAL REQUIREMENTS	N/A	N/A
SPECIAL WORKING CONDITIONS	<p>Full current driving licence and access to a car for work purposes</p> <p>There may be occasional weekend and bank holiday working</p>	Ability to perform Council's duty officer role - out of hours and emergency response team

PREPARED BY: Luke Colaluca

DESIGNATION: Streetwise Manager

DATE: June 2025