



## Appointment of Policy Officer

### Person specification

Criteria	Essential/Minimum	Desirable
Qualifications	Degree or equivalent in a relevant subject e.g. ecology, geography, tourism, public health	Post graduate qualification in a relevant subject
		Membership of CIEEM or equivalent
	A full current UK driving licence and ability to travel around Greater Lincolnshire	
Experience/ Knowledge	Experience with and knowledge of local, national and international policy relating to conservation, health or tourism	
	Broad knowledge of the conservation or health and/or tourism sectors	In depth knowledge of one of these sectors in Greater Lincolnshire
		Knowledge and understanding of the habitats and ecosystems of Greater Lincolnshire
	Experience of networking with a wide range of people	Experience of working within the voluntary/not-for-profit sector
	Substantial experience of written and spoken communication for a wide range of audiences	Experience of networking processes (e.g. sharing information, seeking consensus)
		Project management
		Partnership working
Skills	Excellent communication skills; verbal, written and presentation	Leadership and team working skills
	IT – word processing, spreadsheets, and communication tools	Geographic information systems and Access databases
	Negotiating skills	
	Initiative thinking and problem solving	
	Good time management	
Attributes	Attention to detail and diligent in keeping records, contacts and databases up to date	
	Respect for confidentiality and discretion	
	A professional and efficient business approach	
	Commitment to nature conservation	