

CENTRE FOR LOCAL ECONOMIC STRATEGIES
PERSON SPECIFICATION

Position:	Associate Director		
Reports to:	Chief Executive		
Prepared:	November 2017		
		CRITERIA	ASSESSMENT
QUALIFICATIONS/SKILLS/KNOWLEDGE			
	Degree in a relevant social science discipline	Essential	CV
	Post graduate degree in a relevant social science discipline	Desirable	CV
	Knowledge in at least two relevant policy areas: <ul style="list-style-type: none"> • local & community economic development • social inclusion and addressing poverty • public service reform and local government • public health and well-being • health economics • citizen democracy 	Essential	CV, Interview, and covering letter
	Excellent communication skills, both verbally and written	Essential	CV and Interview
	Excellent research skills	Essential	CV
	Excellent analytical skills	Essential	CV and Interview
	Excellent IT skills, specifically use of Microsoft Office	Essential	CV
	Specific knowledge of statistical software and GIS	Desirable	CV
EXPERIENCE OF			
	Leading on bidding for and managing projects and teams	Essential	Covering letter and interview
	Experience of deep partnership working	Essential	Covering letter and interview
	Experience of producing policy publications	Essential	Covering letter and interview
	Working to and achieving income generation targets	Essential	Covering letter and interview
	Delivering consultancy, policy or research work	Essential	Covering letter and interview
	Working within an organisation focusing on: <ul style="list-style-type: none"> • economic and/or community development • public policy • public sector reform 	Desirable	Covering letter and interview

WORK RELATED CIRCUMSTANCES

	The ability to travel widely within the UK from a Manchester base	Essential	Interview
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