

PERSON SPECIFICATION

POLICY OFFICER

COSLA STRATEGIC MIGRATION PARTNERSHIP

ATTRIBUTES

ESSENTIAL

- Experience in research and analytical work
- Good administrative and organisational skills
- Competent report writing skills

DESIRABLE

- Understanding of asylum, refugee and migration issues
- Experience in accessing different funding streams
- Ability to adapt and develop UK guidance/legislation to Scotland

PERSONAL QUALITIES

- Articulate, approachable
- Good communicator
- Present good image for the Partnership

QUALIFICATIONS

- Educated to Degree Standard preferably

EXPERIENCE

- Strategic planning and development of services.
- Work with Council Officers/Elected Members.
- Representing agencies with partner organisations.
- Work with asylum seekers/refugees/migrants.
- Proactive media work.

SKILLS AND ABILITIES APPLICABLE TO POST

- Verbal / written communication skills.

- Public speaking.
- Able to work on own initiative.
- Development of interagency partnership/networks.
- Negotiation skills.
- Considerable IT expertise, including, Word, Excel, Powerpoint and MS Publisher.

SPECIALIST JOB REQUIREMENTS

- Understanding of Local Government structures, decision-making processes and procedures.
- Knowledge of Voluntary Sector in Scotland.
- Knowledge of appropriate legislation.