

**TITLE OF POST: Project Officer**

<b>POSTHOLDER'S ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TO BE IDENTIFIED BY</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in relevant field</li> </ul>		Application
<b>Special Knowledge</b>		<ul style="list-style-type: none"> <li>• Awareness of Scottish transport policy context</li> </ul>	Application / interview
<b>Circumstances / Personal</b>	<ul style="list-style-type: none"> <li>• To be able to work within the SEStran hybrid working policy</li> </ul>	<ul style="list-style-type: none"> <li>• To be flexible and work outside the normal hours if required</li> </ul>	Application / interview
<b>Attitude / Approach</b>	<ul style="list-style-type: none"> <li>• Ability to work to tight deadlines</li> <li>• Ability to use initiative</li> <li>• Ability to work with minimal supervision</li> <li>• Enthusiasm and self-motivation</li> </ul>		Application / interview
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively through written and oral methods</li> <li>• Ability to influence</li> <li>• IT literacy, including using Microsoft Office packages</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Report writing and presenting</li> <li>• Problem solving</li> </ul>	Application / interview
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Partnership working and networking</li> <li>• Research</li> </ul>	Application / interview