



BRISTOL CITY COUNCIL

PERSON SPECIFICATION

Job title:	Policy Intern to the Mayor (Communications and Engagement)
Bristol grade:	Internship
Managed by:	Policy Advisor to the Mayor
Responsible for:	N/A
Service area:	Mayor's Office

Preferred assessment method	
A	Application
I	Interview
PA	Practical assessment

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

Essential (MUST HAVE) = minimum skills, qualifications, knowledge and experience required to perform in the role

Desirable (COULD HAVE) = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

Requirement - ESSENTIAL	Method
Educated to degree level (or equivalent) or undertaking university study or demonstrable, relevant experience of undertaking research and analytical ability at an appropriate level.	A I
An understanding of the city's political landscape including knowledge of the Mayor's powers, key pledges and priorities, the services the Local Authority provides and the key city partners in Bristol.	A I PA
Familiar with social media, blogs and video blogs - understanding of how to grow a brand's social media presence. To include a working knowledge of Facebook, Instagram, Twitter, LinkedIn, YouTube and blogging platforms.	A I PA
Ability to work to deadlines and on one's own initiative in organising and prioritising work of self in a dynamic and changeable environment where flexibility and rapid responses are a regular requirement and there may frequently be competing demands.	A I
Ability to work as part of a team.	A I
A clear understanding of the principles of equal opportunities and a	I

commitment to their application in employment and service delivery.	
Have a working knowledge of Microsoft Office applications or equivalent, including the following: email (Outlook or equivalent), word processing (Word or equivalent), spreadsheets (Excel or equivalent) using the internet (Internet Explorer or equivalent). Have a willingness to learn new applications and technology as appropriate.	PA

Requirement - DESIRABLE	Method
Experience of dealing with a wide range of individuals and utilising high-level communication skills in responding to and resolving issues.	A I
Competent communication skills in order to act with appropriate confidence, sensitivity and tact, to work collaboratively with internal and external contacts.	A I PA
The ability to produce reports and presentations utilising the appropriate style and tone with a high degree of accuracy and attention to detail.	A I PA
Ability to work collaboratively on complex and sensitive issues with colleagues.	A I
Ability to research complex information from sources both within and external to the Council and to provide comprehensive analysis and/or summaries, and recommendations.	PA

The post holder will also at times need to be flexible in their hours of work in order to respond to reasonable requests for additional support. There will be a need to attend some meetings outside of standard office hours.

The post holder will need to be capable of travelling to client and partners work locations.