

PERSON SPECIFICATION

POST TITLE: Director

POST NO:

ESSENTIAL DESIRABLE

1. Education, Training and Knowledge

No specific qualifications are essential for the Director role, it is expected that applicants will be educated to degree or full professional level or equivalent √

Postholder must be able to demonstrate ongoing management development. √

Thorough appreciation, knowledge and understanding of the current issues facing local government. √

A thorough understanding of the implications of working in a politically controlled and democratically elected organisation. √

Working knowledge of how IT can underpin the efficient and effective delivery of services, communications, systems and processes within the Council √

2. Experience

Substantial experience at senior management level, in a complex multi functional organisation with a strong customer orientation. √

Senior management experience in a local authority or public sector body. √

Sufficient in depth and a breadth of experience to provide strategic vision, direction, management and leadership. √

Experience of working effectively with elected members or equivalent √

Experience of successfully leading teams and achieving performance and results through others √

Able to demonstrate a record of achieving results through partnership working and cross directorate working √

Evidence of implementing innovative solutions to improve/modernise service delivery √

Evidence of high level involvement in the preparation, management and control of budgets and capital programmes √

3. Skills and Abilities

3a Oral communication

Ability to present complex information/reports in a concise and clear manner to a range of audiences ✓

Possess highly developed interpersonal and influencing skills ✓

Ability to relate successfully to people from a wide range of social and cultural backgrounds ✓

Possess well developed consultation and negotiation skills ✓

3b Written communication

Ability to write complex reports, correspondence etc in a concise and clear manner to a range of audiences. ✓

3c IT skills

Working knowledge of Word and Excel ✓

3d General Skills

High degree of political sensitivity. ✓

Able to demonstrate clear examples of collaborative working. ✓

Demonstrable management skills, specifically;

- The ability to think and plan strategically; ✓
- The ability to set and deliver realistic yet challenging objectives; ✓
- The ability to drive through improvements to performance; ✓
- The ability to initiate and effectively manage change; ✓
- The ability to lead and inspire teams; ✓
- A creative and innovative approach to problem solving; ✓
- The ability to prioritise the use of resources, including staff, physical, financial and time, to achieve objectives; ✓

4. Other Requirements:

Undertake to continually develop skills and behaviours and be willing to learn ✓

Demonstrate a strong customer focus. ✓

Demonstrate a strong personal commitment to quality and cost effective public services that is informed by customer and community involvement. ✓

Demonstrate personal resilience under pressure including the ability to generate urgency in others without panic and to work to tight deadlines.

√

Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members, employees, customers, partners and others.

√

An excellent working understanding of and commitment to, Equalities and Health and Safety in both employment and service delivery.

√

Ability to attend meetings outside normal working hours on a regular basis.

√

Signed: _____ **Dated:** _____
(Chief Executive)

DRAFT