



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: WorkPlace Development Manager

GRADE: Band 9

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Appropriate professional qualification • And / or relevant degree • And / or relevant work based qualifications 	<ul style="list-style-type: none"> • Social Work Qualification • Project Management Accreditation • Financial Management Accreditation 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Significant experience of delivering change projects which engage a broad audience • Significant experience of working with stakeholders, suppliers and other partners to create multi-disciplinary approaches • Significant experience of working with young people or other clients in EET programmes • Significant experience of creating effective project teams to ensure action is delivered on time and to quality • Experience of creating and delivering strategies, and negotiating and gaining agreement at executive officer and Member level • Experience of managing a complex budget • People management experience: leadership; negotiation; influencing; engagement; team building and able to inspire relationships at all levels • Experience of project evaluation and benchmarking 	<ul style="list-style-type: none"> • Experience of political sensitivity and working at a senior strategic level, specifically with Elected Members, Directors and Senior Managers • Experience of working directly with clients/customers in service re-design 	<ul style="list-style-type: none"> • Application form • Interview • Presentation • References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Understanding of the issues facing children looked after and care leavers, especially in relation to EET attainment • Extensive knowledge and understanding of achieving change through project 	<ul style="list-style-type: none"> • Use of customer engagement approaches in service design • Research and evaluation skills • Highly proficient in the formulation, 	<ul style="list-style-type: none"> • Interview • Presentation • References

	<p>management</p> <ul style="list-style-type: none"> • Excellent all round communication, facilitation and interpersonal skills (written and verbal) • Able to take control, exercise leadership, initiate actions, give direction and take responsibility • Clear decision making ability with the facility to solve problems, innovate and assess when to escalate issues • Extensive knowledge of key project areas including project governance, stakeholder management, risk and issue management, project planning and project reporting • To have political awareness and sensitivity, to be responsive to political demands and to take account of the political environment in relation to service delivery • Able to formulate complex reports and present them orally and in writing • Able to prioritise and manage multiple work streams 	manipulation and use of data and information	
Disposition	<ul style="list-style-type: none"> • Able to inspire and motivate a dispersed multi-agency team • Able to handle a significant and varied work load under pressure and with limited supervision • Handles situations and problems with innovation and creativity • Personal and professional demeanour, probity, integrity and credibility which command the respect and confidence of Elected Members, senior managers, staff, external partners and other stakeholders • Flexible, reliable and well organised self starter with a planned and structured approach to project delivery in order to manage several work streams simultaneously • High performing and motivated team player with the determination and focus to drive projects through implementation and exceed customer expectations • Able to inspire trust and confidence in colleagues by demonstrating a professional and secure approach to the management and application of sensitive information • Able to develop positive client/customer relationships • Flexible approach to work 		<ul style="list-style-type: none"> • Interview • References

	<ul style="list-style-type: none"> • Committed to the principles of equality and diversity • Committed to ongoing professional development and learning 		
Circumstances	<ul style="list-style-type: none"> • An enthusiastic approach and a commitment to delivering continuous improvement and professional development • Prepared to work outside normal office hours as required • Full current driving licence or access to a means of mobility support • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Application form • Interview • DBS check