**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

**Executive Services Manager**

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| **CATEGORY** | **ESSENTIAL** | **MEASURE** |
| **Education/**  **Qualifications** | * Degree qualification or relevant professional experience * Relevant professional qualification or willingness to work towards | AF/I/C |
| **Work Experience** | Substantial experience of:   * Line Management Responsibilities * Local Government or relevant experience * Experience of Governance Annual Cycle * Working within a committee structure * Collation and analysis of data / information to produce reports * Providing support to senior management and liaising with internal/external people at all levels * Managing and monitoring workloads and providing support, advice/guidance to staff as required * Managing and monitoring revenue budgets * Organising and co-ordinating high profile meetings/events including servicing meetings, taking and transcribing minutes | AF/I/C |
| Skills/Knowledge/ **Aptitude** | * Excellent communication and reading skills, with high level of literacy and numeracy * Ability to interpret and analyse data / reports and produce written summaries * Ability to work independently and as part of the team, multi task, meet deadlines, exercise good judgement and take initiative * Strong organisational skills and the ability to think logically * High level of interpersonal and collaborative skills and capable of developing strong business relationships over the telephone and via email * Excellent organisational skills * Excellent IT skills using Microsoft Office Suite * Excellent research skills. * Project management skills * A knowledge and understanding of diversity and equality issues. * An awareness of health and safety issues. | AF/I/C |
| MOTIVATION | * Self motivated, mature, sociable, innovative and technically competent. * Ability to motivate and lead teams and individuals * High level of enthusiasm | AF/I |
| **Other** | * A commitment to equality, inclusion and diversity issues. * Flexibility to travel to other locations away from Service Headquarters. * Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

**MEASURE CODE**

AF APPLICATION FORM

R REFERENCE/ASSESSMENT FORM

AC ASSESSMENT CENTRE

I INTERVIEW

C CERTIFICATES/TRAINING