**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