

Person Specification

Please note that it is absolutely essential that in your application you give evidence or examples in each of the appointment criteria listed under Part One of the Person Specification. It will also be helpful if you explain your motivation for and interest in applying for this post. At interview, these responses will be further developed and discussed along with elements in Part Two of the Specification

Post: Head of Policy

Part One – shortlisting criteria

Skills, knowledge and aptitude

1. Developed technical, professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities in a specified service in relation to climate change, energy, air quality, devolution and local economic policy.
2. Able to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale.
3. Ability to rapidly get to grips with new, emerging and complex areas of policy in order to provide high quality advice to cabinet and senior officers.
4. Extensive established networks of influence which can be harnessed to support the policy development on behalf of the City Council.

Experience

1. Extensive track record of working in a highly political environment to interpret strategies into policies on a local, national and regional level.
2. Track record of assisting in the leadership of a major service area that has delivered successful outcomes through collaboration, engagement and enablement of staff, service users and other stakeholders.
3. Evidence of playing a role in transforming the delivery of a service through leadership, collaboration across services, working with partners and innovative change.
4. Experience of establishing and maintaining an outcome focused team which develops staff potential and addresses underperformance and inefficiency whilst introducing new ways of working.

Part Two

Skills, knowledge and aptitude

1. Evidence of an open and collaborative management style which values the contribution of others and motivates and enables them to achieve their potential and make a difference.
2. Able to analyse financial information and complex issues within a political environment utilising an evidence-based approach to understand the issues and work cooperatively to help service users meet their needs.
3. Able to be creative and innovative in delivering outcomes.
4. Excellent written and oral communication, presentation and critical influencing skills that can engage and facilitate collaborative working with a diverse range of audiences.
5. Personal and professional credibility with all stakeholders including service users and staff, partners, providers and elected members that inspire confidence in the City Council.
6. Business acumen, and financial and risk management skills and a track record of transformation of services to deliver improved value for money and more efficient ways of delivering outcomes.
7. Extensive knowledge of local, regional and national political and economic context impacting on local government.
8. Ability to operate in a political environment.

Special Requirements

Able to work whatever hours are reasonable and necessary.

This post is politically restricted.