# **PERSON SPECIFICATION: ASSISTANT DIRECTOR- FINANCE POST REFERENCE: 107001**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Qualified accountant (F)  Evidence of Continuing Professional Development (F, I, R) | CIPFA Member (F) |
| * **Work or other relevant experience** | A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity and in driving improvement, efficiency and transformation of financial services within a challenging financial environment. (F, I, R)  A developed understanding of the issues financial facing council and a proven track record in thinking innovatively and strategically and delivering effective solutions. (F, I, R)  A demonstrable track record of leadership, delivery and achievement across a range of the services within the remit.  Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of diverse staff groups.  A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors. (F, I, R)  A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives. (F, I, R) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | High degree of political awareness and capable of working effectively with the political dimension. (F, I, R)  Ability to lead, change & develop the function whilst, maintaining consistency with department and corporate values and ethics, working with uncertainty, ambiguity and change and developing appropriate relationships with staff and managers. (F, I, R)  Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills. (F, I, R)  Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity. (F, I, R)  Create a supportive learning and self-development environment where a culture of learning is promoted, and constructive feedback on him/herself and the service provided is encouraged. (F, I, R)  Ensure and maintain individual and team direction, priorities and purpose by clarifying objectives and boundaries and being team orientated to problem solving, decision making and to identifying values. (F, I, R)  An inspirational communicator, networker and achiever; capable of communicating the vision of the service and the whole organisation to a wide range of internal and external stakeholders; gaining the confidence and support of various groups through sensitivity to needs; and achieving organisational goals. (F, I, R)  Leading, directing and performance managing services, building a valued confident, developed, empowered and innovative workforce. (F, I, R)  Ensuring the Provision/Commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder. (F, I, R)  Responsible for ensuring the appropriate risk, financial and service management arrangements for the function are in place. (F, I, R)  Experience in the provision of a diverse range of services, such as internal audit, payroll, creditors and income collection. (F, I, R)  Ability to optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical). (F, I, R)  Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills. (F, I, R)  Ability to develop effective external relationships including being a champion to the local authority and working with communities and other agencies. Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity. (F, I, R) | tieodeo | |
| * + **General competencies** | Calm and copes well with work pressures. (F, R)  Visionary and brings teams/people together. (F, I, R)  Professional and a good role model for others. (F, I ,R) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.