

Person Specification

Team Manager Scrutiny and Democratic Services

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Ability to manage complex processes, with conflicting objectives, and to secure consensus and agreement
- An understanding and appreciation of the role of elected members within the City Council, and of the main constitutional and democratic principles under which we operate
- Demonstrable leadership skills and experience of managing and motivating a team or project group
- Ability to manage budgets effectively
- Excellent interpersonal and relationship management skills
- Effective communication and presentation skills
- Ability to work proactively, plan, organise and prioritise work and deliver high quality services within set deadlines
- Personal and professional credibility with senior officers, elected members and other stakeholders
- Demonstrable interest in maintaining working knowledge of legislative and policy developments at a national and regional level and experience of assisting with the development of policy and guidance
- Ability to implement and make use of management information and business systems, including IT systems related to the Democratic process.

Part B

The following criteria will be further explored at the interview stage:

- Understanding of, and sensitivity to, political issues and members' ward and city responsibilities, on a non-partisan basis
- Leading complex processes, efficiently and with innovation
- Ability to prioritise and organise in a complex environment
- Approach to managing and motivating staff
- Approach to change management
- Approach to equalities and diversity
- Approach to managing competing priorities

- Approach to relationship development and management.

Additional Requirements

This post is politically restricted under the Local Government and Housing Act 1989.

Able to work flexibly to support the needs of the Council.