

Person Specification – Notice Processing Manager

Part A

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

Essential

- Ability to manage and direct a staff team including dealing with recruitment, discipline, sickness absence, training and development.
- Detailed understanding of associated legislation for parking enforcement and Clean Air Zones
- The ability to interpret; analyse; advise and apply legislation in accordance with relevant policies
- The ability to operate and deploy business management systems and approaches to assist in financial and business management performance.
- The ability to make representations; advocate or give evidence in court; committee; tribunals or similar settings;
- Excellent written skills with ability to prepare detailed reports on complex technical/legal matters;
- Skilled in the use of IT and in particular, relevant third party bespoke software packages;
- Able to perform the duties and responsibilities expected of a senior post, with minimum supervision.

Desirable

- The ability to work in a team environment, including the allocation and control of workload and performance of both staff and the service;
- The ability to manage and deliver project work or changes to service delivery to set deadlines.
- Previous training and experience of Parking Services

Part B the following criteria will be further explored at the interview stage:

Skills, knowledge and aptitude

- Proven ability to develop and maintain excellent working relationships with a wide range of colleagues; professionals and customer groups;
- The ability to work in a team environment;
- Developed communication; advisory; guiding; negotiating and/or persuasive skills;
- The ability to interpret and apply legislation or Central Government guidance in a logical and reasoned manner;
- The ability to analyse service and staff performance and identify potential efficiency gains or service improvements.
- Commitment to Equalities

Disposition

- Proven ability to carry out duties with the minimum of supervision;
- Confident in dealing with public and professional contacts;
- Confident in representing the Service in a variety of settings;
- The ability to be assertive when explaining and implementing Council policy;
- The ability to deal with a varying and diverse workload with time sensitive areas of work;
- The ability to support team members individually and to form an effective team;

Additional Requirements

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be further assessed at the interview stage.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.