

Part A

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

Essential

- Demonstrate ability to understand, manage and analyse complex information and processes to secure consensus and agreement
- An understanding and appreciation of the role of elected members, and of the main constitutional, legislative and democratic principles governing the Council
- Demonstrate record of communicating clearly, effectively and concisely both orally and in writing
- Demonstrate ability to lead and coordinate and manage work programmes and the development and implementation of research/in-depth study projects
- Excellent interpersonal and relationship management skills
- Ability to work proactively, plan, organise and prioritise work within set timescales, with often competing and changing priorities, and work independently and as part of a team
- Ability to research, understand, compare, and assimilate complex information from a wider variety of different sources
- Experience of working with elected members, senior officers, organisations within the public, private and community and voluntary sectors and with committees or groups.
- Able to use ICT systems such as Microsoft Office and virtual meeting platforms as well as other management information and business systems related to the democratic process.
- Political awareness and the ability to deal appropriately with confidential and sensitive information
- Personal resilience and demonstrate ability to manage conflicting demands and to respond appropriately to challenge
- Ability to develop and maintain a working knowledge of legislative and policy developments at a national and regional level to support the scrutiny process

- Committed to equal opportunities in service delivery and employment

Part B

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

- Demonstrate ability to understand and analyse complex information and apply legislation
- Political awareness
- Leading complex processes efficiently and with innovation
- Approach to equality, diversity, and inclusion
- Ability to prioritise and organise in a complex environment
- Approach to relationship management
- Communication skills

Additional Requirements

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

Able to work flexibly, including occasional evening meetings, to support the needs of the Council

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.
- Staff working in CQC registered care homes providing accommodation and nursing care are required to have full vaccination status or a medical exemption and this should be included in Part B Additional Requirements for relevant jobs.