**Person Specification**

**Job title: Head of Service – Local, Bereavement and Winter Maintenance Services**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

**Each listed requirement will state how it will be assessed e.g. application form, interview, online assessment, work-based test and certificate.**

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | Qualified to degree level or equivalent. | Application form / provide evidence at assessment day |
| Professional qualification or equivalent experience in a relevant subject. | Application form / provide evidence at assessment day |
| **Experience** | A successful track record of achievement as a senior manager in a large, complex, multi-disciplinary and challenging organisation in a relevant service area. | Application form / Assessment Day |
| A proven track record of managing large and complex projects. | Application form / Assessment Day |
| Evidence of success in establishing a strong performance culture including effective performance measures, the evaluation of service quality and improving service delivery. | Application form / Assessment Day |
| A proven track record of delivering outcomes through leading, motivating, managing and empowering teams to contribute to corporate goals. | Application form / Assessment Day |
| Evidence, or a detailed understanding, of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives. | Application form / Assessment Day |
| Proven track record of partnership working. | Application form / Assessment Day |
| Evidence of budgets and financial management. | Application form / Assessment Day |
| Proven track record of working with Trade Unions at a strategic level. | Application form / Assessment Day |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Excellent communication skills including the ability to articulate a vision; present clear, concise reports to a wide range of audiences; and an understanding of political sensitivities. | Application form / Assessment Day |
| Knowledgeable of current legislation relevant to service areas. | Application form / Assessment Day |
| Evidence of a clear  understanding of the workings of  local government and the legal,  financial and political context of  public sector management. | Application form / Assessment Day |
| Proven track record of working across a large, complex organisation, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes. | Application form / Assessment Day |
| Ability to adopt a strategic view and relate strategy to action. | Application form / Assessment Day |
| Ability to exercise sound judgement and cultural sensitivity in seeking creative solutions to complex situations. | Application form / Assessment Day |
| Ability to build effective teams  and relationships and achieve  results through others by leading,  inspiring and motivating others to  create a ‘can-do’ and managed  risk culture. | Application form / Assessment Day |
| Ability to operate effectively with a high volume, high sensitivity workload. | Application form / Assessment Day |
| Ability to develop lateral linkages and opportunities. | Application form / Assessment Day |
| Ability to think, plan and  manage strategically and  innovatively and to develop  effective strategies to meet  outcomes. | Application form / Assessment Day |
| Ability to achieve major  cultural and organisational change  and achieve results through  influence, negotiation and joint  working. | Application form / Assessment Day |
| Knowledge of business continuity planning and response. | Application form / Assessment Day |
| Ability to manage budgets across a number of disciplines. | Application form / Assessment Day |
| Ability to manage large and complex projects. | Application form / Assessment Day |
| Ability to prepare and present clear and concise reports | Application form / Assessment Day |
| **Personal Attributes** | The ability to identify opportunities and risks. | Application form / Assessment Day |
| Strong positive leadership style that enthuses and inspires others. | Application form / Assessment Day |
| Committed to acting corporately and collaboratively. | Application form / Assessment Day |
| High-level of drive and motivation to achieve. | Application form / Assessment Day |
| Committed to the public sector. | Application form / Assessment Day |
| Outcome and achievement focussed. | Application form / Assessment Day |
| Committed to change management and continuous improvement. | Application form / Assessment Day |
| A customer focussed approach. | Application form / Assessment Day |
| **Work Related Circumstances/**  **Values of the Council** | Committed to equality of opportunity in employment and service delivery. | Application form / Assessment Day |
| Ability to meet the travel requirements of the role | Application form / Assessment Day |
| Ability to comply with and demonstrate the Councils values of:   * We innovate * We enable * We respect. | Application form / Assessment Day |