

Person Specification

Post of: Executive Director of Resources

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D - Documents

Qualifications and training	How Assessed - D, I
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Essential:

Degree in a relevant discipline or equivalent demonstrable experience in the relevant sectors.
 A recognised Management qualification.
 Membership of a relevant professional body and evidence of commitment to continuous professional development.

Desirable:

Masters level Degree

Experience and knowledge	How Assessed – D, I
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Essential:

Proven extensive experience of leading transformation in a large, complex organisation facing budget challenges and high expectations from the community.

Proven extensive experience of robust financial management and commercial acumen and successful management of large budgets/operations within tight financial circumstances and/or competing priorities which may impact on service delivery.

Thorough understanding of the Shropshire Council’s vision and strategic direction and the ability to direct this through strategy and policy.

Extensive demonstrable experience at a strategic level, evidencing the effective development, management and delivery of strategies across the whole of the identified service areas, in order to enable outcomes to be achieved and deadlines met in large, high profile, complex projects, involving multiple stakeholders.

Acute understanding and knowledge of existing and emerging agendas at both local and national level, and the ability to interpret this to the maximum benefit of Shropshire.

Proven experience of public sector procurement processes, rules and regulations.

Understanding of and ability to work within the governance model of a council and experience of working with elected members on strategic and major service issues.

Substantial and proven experience of building effective relationships with Members, external stakeholders and partners and the private sector.

Extensive experience of engaging successfully with government departments, external consultants and agencies, town and parish councils and the voluntary sector.

Knowledge of the democratic system and how it effects decision making in Local Authority, together with an awareness of current initiatives for the delivery of local government services

A track record of successful change management, leading, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers / service users in a more efficient way.

Specialist skills and abilities	How Assessed –S,T, D, I
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Essential:

Ability to interpret financial information, analyse complex data, and prepare and present reports to a wide range of audiences.

Ability to develop and take forward sound, effective and innovative business plans.

Proven ability to work collaboratively and develop relationships, in order to drive forward new and innovative approaches to both service development and delivery across all areas.

Demonstrate the ability to apply strategic thinking and recommend appropriate policy changes that enable effective service delivery and ensure compliance with statutory and regulatory provisions.

Proven ability in setting / contributing to / implementing strategy.

Sound, outcomes focused, commercially informed business judgement.

Personal skills and attributes	How Assessed - D, I
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Essential:

Authentic and visible leadership qualities to inspire, motivate and influence others.

Whole systems approach to collaborative and partnership working.

Excellent coaching, mentoring skills to develop others to achieve their potential.

Excellent interpersonal skills and the ability to engage effectively at all levels

Enthusiasm, energy and resilience, with a high level of self-determination and self-awareness

Open, approachable, facilitative, and persuasive, with advanced negotiating, networking and promotional skills

Decision making, impact and innovation	How Assessed - D, I
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Essential:

Ability to see opportunities in the external environment, make sound judgments, find solutions to complex issues and problems, assess risk and develop contingency and / or mitigation strategies.

Ability to communicate the vision, plans and outcomes to key stakeholders, internally and externally

Special working conditions	How Assessed - D, I
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Essential:

Ability to work remotely

Ability to travel as dictated by the needs of the business.