

## Person Specification

POST:	Chief Executive	SALARY:	£105,151 - £110,685 (pay award pending)
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SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Extensive knowledge and understanding of local government operating environment and a commitment to the principles of public service.	<b>Essential</b>	Application/Assessment/Interview
Thorough knowledge and understanding of relevant legislation, national policy issues and best practice.	<b>Essential</b>	Application/Assessment/Interview
Clear understanding of political context at a national, regional and sub-regional level.	<b>Essential</b>	Application/Assessment/Interview
Knowledge and understanding of the relationship between corporate priorities and service delivery.	<b>Essential</b>	Application/Assessment/Interview
Able to demonstrate a high degree of political sensitivity and ability to establish and maintain collaborative working relationships with businesses, elected members, central government, public sector agencies	<b>Essential</b>	Application/Assessment/Interview
Able to gain the confidence of elected members, colleagues and partners to build sustainable and productive relationships.	<b>Essential</b>	Application/Assessment/Interview
Able to demonstrate effective management, motivation and leadership skills.	<b>Essential</b>	Application/Assessment/Interview
Able to deal with complex, contentious and confidential issues while demonstrating an awareness and understanding of relevant policies, protocols and statutory requirements.	<b>Essential</b>	Application/Assessment/Interview
Able to successfully manage complex projects, on time and within budgets.	<b>Essential</b>	Application/Assessment/Interview
Able to demonstrate enhanced interpersonal skills to operate with sensitivity, engaging members, staff, partners, business leaders, community and voluntary sector stakeholders, residents and visitors.	<b>Essential</b>	Application/Assessment/Interview

Able to develop clear expectations and standards in relation to accountability and responsibility.	<b>Essential</b>	Application/Assessment/Interview
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<b>EXPERIENCE</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Experience of advising elected members and senior council officers on strategic issues.	<b>Essential</b>	Application/Assessment/Interview
Experience of leading cultural and organisational change.	<b>Essential</b>	Application/Assessment/Interview
Experience of effective corporate working.	<b>Essential</b>	Application/Assessment/Interview
Substantial and consistent leadership and managerial achievement at a senior level in a local authority of comparable complex organisation.	<b>Essential</b>	Application/Assessment/Interview
Evidence of improving performance delivering positive outcomes and establishing and maintaining a strong performance culture.	<b>Essential</b>	Application/Assessment/Interview
Experience of successfully leading multi-disciplinary project teams.	<b>Essential</b>	Application/Assessment/Interview
Experience and knowledge of accessing funding and submitting bids to secure income.	<b>Essential</b>	Application/Assessment/Interview
Successful track record of effective partnership working and networking with key stakeholders including statutory, voluntary and private sector organisations.	<b>Essential</b>	Application/Assessment/Interview

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Evidence of continuing professional development	<b>Desirable</b>	Application/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD OF ASSESSMENT(Application Form/ Interview/Test)</b>
Regular and Reliable Service.	<b>Essential</b>	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	<b>Essential</b>	Application Form/Interview

<b>COMPETENCIES</b> <b>(All competencies listed are essential to the post)</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application Form/ Interview/Test)</b>
<b>Working Collaboratively</b>	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Assessment/Interview
<b>One Team One Council</b>	
Encourage a culture of participation where staff feel empowered and valued.	Assessment/Interview
Builds effective relationships.	Assessment/Interview
Shares and promotes a sense of pride in the work of the Council.	Assessment/Interview
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	Assessment/Interview
Embraces a culture of continuous improvement.	Assessment/Interview
Is accountable and transparent and takes responsibility for own actions.	Assessment/Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Assessment/Interview
Evaluates and manages operational risk.	Assessment/Interview
Brings commerciality into everyday thinking.	Assessment/Interview

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PREPARED BY: Leader of the Council/Human Resources	DATE: August 2022
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability