

**Person Specification**

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|--|---|---------------|--|
| <b>Job Title</b>   | Director of Harrogate Convention Centre | <b>Req No</b> |  |
| <b>Prepared by</b>   | Chief Executive                         | <b>Date</b>   |  |
| <b>Essential Criteria – Vital requirements for the post holder</b>   |   |               |  |
| <b><u>Relevant Experience:</u></b>   |   |               |  |
| Experience and evidence of consistent achievement in a senior leadership position, managing large, complex budgets and developing strategies to deliver value for money  |   |               |  |
| Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves driving up standards and performance  |   |               |  |
| Experience of working across organisational boundaries in partnership in order to deliver corporate projects and objectives  |   |               |  |
| Experience of developing and implementing a range of service delivery models   |   |               |  |
| Evidence of successful development and implementation of strategies, policies and performance management systems that deliver high quality, customer focused services and translate organisational ambitions into real achievements            |   |               |  |
| <b><u>Qualifications/training:</u></b>   |   |               |  |
| Educated to degree level or equivalent   |   |               |  |
| Evidence of continuing professional and personal development   |   |               |  |
| <b><u>Special Knowledge:</u></b>   |   |               |  |
| An understanding of the wider, social, political and economic environment and their impact on the issues, implications and challenges facing local government  |   |               |  |
| Be financially and commercially aware with strong analytical skills and a creative approach to both income generation and cost reduction   |   |               |  |
| <b><u>Disposition/attitude:</u></b>  |   |               |  |
| Inspiring, motivational leader and corporate player  |   |               |  |
| Ability to engender trust, confidence and credibility, demonstrate probity and integrity in the delivery of services   |   |               |  |
| Sound organisational awareness and an understanding of how to deliver outcomes through a complex organisation  |   |               |  |
| A strong and effective leader, who leads by example and is an effective communicator, determined, positive and approachable  |   |               |  |
| Highly motivated and driven to achieve challenging objectives  |   |               |  |
| Ability to work as part of a team and to encourage, support and provide challenge to others as appropriate   |   |               |  |
| <b><u>Practical/intellectual:</u></b>  |   |               |  |
| Ability to effectively communicate with others, building and maintaining productive relationships with a variety of communities, partner organisations and agencies, nationally, regionally and locally, commanding confidence and credibility |   |               |  |
| Ability to operate effectively and openly within the democratic process, with the political acumen and skills to develop productive working relationships with council Members that command respect, trust and confidence                      |   |               |  |
| Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment  |   |               |  |
| Ability to think, plan and act strategically and corporately, with a creative and innovative approach to problem solving and delivery in demanding circumstances and with competing priorities   |   |               |  |
| <b><u>Physical Requirements:</u></b>   |   |               |  |
|  |   |               |  |
| <b><u>Additional Requirements:</u></b>   |   |               |  |
| Flexible in your working pattern to fulfil commitments, sometimes outside of the working day   |   |               |  |
| To act as a nominated deputy in the absence of the Chief Executive and to undertake any other duties as directed by the Chief Executive  |   |               |  |
| <b>Desirable Criteria – Additional requirements relevant to the post</b>   |   |               |  |
| Experience at senior managerial level in the management of events related functions  |   |               |  |