

Person Specification

Job Title	Director of Corporate Affairs	Req No	
Prepared by	Chief Executive	Date	
Essential Criteria – Vital requirements for the post holder			
Relevant Experience:			
<p>Experience and evidence of consistent achievement in a senior leadership position, managing large, complex budgets and developing strategies to deliver value for money.</p> <p>Demonstrate success in change management, leading a diverse range of service and translating ambitions into real achievement.</p> <p>Experience in leading the delivery of cultural change projects</p> <p>Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves driving up standards and performance</p> <p>Experience of working across organisational boundaries in partnership in order to deliver corporate projects and objectives</p> <p>Experience of developing and implementing a range of service delivery models</p> <p>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.</p>			
Qualifications/training:			
<p>Educated to degree level or equivalent</p> <p>Evidence of continuing professional and personal development</p>			
Special Knowledge:			
<p>Proven ability to utilise management information, processes and technology to enhance the quality of support services and to monitor performance</p> <p>Ability to successfully deliver large scale business change programmes resulting in measurable and embedded improvements in service delivery and performance</p> <p>An understanding of the wider, social, political and economic environment and their impact on the issues, implications and challenges facing local government</p> <p>Be financially and commercially aware with strong analytical skills and a creative approach to both income generation and cost reduction</p>			
Disposition/attitude:			
<p>Inspiring, motivational leader and corporate player</p> <p>Ability to engender trust, confidence and credibility, demonstrate probity and integrity in the delivery of services.</p> <p>Sound organisational awareness and an understanding of how to deliver outcomes through a complex organisation</p> <p>A strong and effective leader, who leads by example and is an effective communicator, determined, positive and approachable</p> <p>Highly motivated and driven to achieve challenging objectives</p> <p>Ability to work as part of a team and to encourage, support and provide challenge to others as is appropriate</p>			
Practical/intellectual:			
<p>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</p> <p>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.</p> <p>Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment</p> <p>Ability to think, plan and act strategically and corporately, with a creative and innovative approach to problem solving and delivery on demanding circumstances and with competing priorities</p>			
Physical Requirements:			
N/A			
Additional Requirements:			
<p>Flexible in your working pattern to fulfill commitments, sometimes outside of the working day</p> <p>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</p>			
Desirable Criteria – Additional requirements relevant to the post			
<p>Experience at senior managerial level in the management of corporate functions</p>			