

Person Specification

Job Title	Chief Executive	Req No	
Prepared by		Date	01/04/2020
Essential Criteria – Vital requirements for the post holder			
<u>Qualifications/training:</u>			
Professional qualification in a relevant discipline or equivalent			
Academic qualifications up to degree level or equivalent			
Evidence of continuous professional and management development			
<u>Experience & Knowledge:</u>			
A successful record of leadership at a senior strategic level within an organisation of comparable scope, size and complexity (public or private sector)			
A proven record of achievement and decision making, strategy and policy formulation of a diverse range of services at a senior strategic level			
Leading major organisational and cultural change through inception to delivery			
Evidence of improving performance delivering positive outcomes and establishing and maintaining a strong performance culture			
Successful track record of effective partnership working and networking with key stakeholders e.g. residents, voluntary sector, business communities, government and public agencies.			
Knowledge of strategic and corporate management			
Knowledge of major legislative and other issues facing local government, a particular focus on the effective delivery of services at a time of change			
Evidence of Strategic vision, leadership and management			
<u>Skills, Abilities & Personal Qualifications</u>			
The ability to maintain a strategic overview			
Effective communication and negotiation skills and an ability to influence outcomes through effective reasoning and persuasion			
Outstanding interpersonal skills to operate with sensitivity engaging staff members and partners/stakeholders			
Motivational, empowering leader with high level of determination and resilience			
Sound financial management skills and commercial awareness			
The ability to analyse situations and make decisions based on risk			
A personal credibility that promotes and enhances the organisation's reputation			
Sound political judgement and political sensitivity locally, regionally and nationally			
Strong analytical skills, ability to focus, co-ordinate and implement effective corporate strategies that deliver results			
Ethics, values and personal qualifications consistent with the values and culture of the Council			
Ability to gain the confidence of elected members, colleagues and partners			
Demonstrates highest standards of personal integrity and respect for others			
The ability to cope with the duties and responsibilities of the post and the associated working			
Desirable Criteria – Additional requirements relevant to the post			
Recognised management qualification e.g. MBA			
Led and delivered a range of high level projects to the benefit of local communities			
Knowledge and understanding of local government service			
Management of substantial financial/human resources in a complex organisation			
A detailed understanding of the public sector at local regional and national political context including the modernisation agenda			
Legal duties and responsibilities of the Council Knowledge of CPA, Gershon, local area agreements			
Worked as part of a Corporate Management Team			
Experience of running elections			
Experience of working with 'arms length' organisations			
An understanding of the operation of how a conference and exhibition business operates at a commercial and strategic level			
An entrepreneurial approach to problem solving with the ability to balance risk			