



THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION

POST NO:		DESIGNATION:	Head of Visible Services and Transport	DIRECTORATE:	Environment and Housing Services
SECTION:		COMPLETED BY:		DATE:	June 2015

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Ability to plan, commission and ensure the effective delivery of high quality services • Excellent performance management and leadership skills • Ability to manage change and service transformation effectively • Ability to anticipate future service needs and plan and manage resources effectively to meet such needs • Ability to work effectively with Elected Members. • Ability to work effectively in partnership and seek out and exploit opportunities for collaboration • Excellent communication and interpersonal skills • Strong planning, organisational and problem solving skills • Excellent staff management and engagement skills 		<ul style="list-style-type: none"> • Application Form • Interview
2. KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Able to demonstrate relevant and recent strategic/operational leadership experience within a large organisation. • Relevant knowledge/understanding within the range of service areas. • Proven track record of large-scale service development • Experience of successful financial / performance management • Knowledge of Local Government and the wider Public Sector • Understanding of the wider social and economic environment within the Vale of Glamorgan • Demonstrable experience of successfully managing change and service/organisational transformation • Demonstrable experience of partnership/collaborative working • Experience of developing new business approaches/models and 		<ul style="list-style-type: none"> • Application Form • Interview

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	exploiting new business opportunities <ul style="list-style-type: none"> • Knowledge/understanding of project management 		
3. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Highly motivated and committed to delivering a high quality service. • Able to successfully use a range of leadership styles. • Ability to motivate and encourage colleagues. • Good understanding of service needs in the context of the wider Council agenda. • Ability to influence and present a sound business case on issues relating to service and to the Council as a whole. • Commitment to the Council's equalities agenda, excellent customer service and staff engagement. 		<ul style="list-style-type: none"> • Application Form • Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Qualified to degree level or equivalent experience • Relevant professional qualification 	Relevant management qualification Project management training/qualification	<ul style="list-style-type: none"> • Application Form • Interview
5. OTHER (PLEASE SPECIFY)	<ul style="list-style-type: none"> • Personal and professional credibility • Drive, energy and enthusiasm to sustain an extensive agenda • Capacity to work outside of normal office hours and attend evening meetings as and when required • Ability to drive/travel throughout the Vale or between locations as appropriate. 		<ul style="list-style-type: none"> • Application Form • Interview