



**THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION**

|                 |                    |                      |                                       |                    |                         |
|-----------------|--------------------|----------------------|---------------------------------------|--------------------|-------------------------|
| <b>POST NO:</b> | S-HVS-AA003        | <b>DESIGNATION:</b>  | Head of Housing and Building Services | <b>DEPARTMENT:</b> | Environment and Housing |
| <b>SECTION:</b> | Housing & Building | <b>COMPLETED BY:</b> |                                       | <b>DATE:</b>       | January 2017            |

|                                    | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>ASCERTAINED BY</b>          |
|------------------------------------|---|--|--------------------------------|
| <b>1. SKILLS AND APTITUDES</b>     | <ul style="list-style-type: none"> <li>• Ability to develop and deliver high quality services in accordance with the commissioning priorities of the Council</li> <li>• Excellent performance management and leadership skills</li> <li>• Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Excellent communication, presentational and interpersonal skills</li> <li>• Strong planning, organisational and problem solving skills</li> </ul>   |  | Application form and interview |
| <b>2. KNOWLEDGE AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• Able to demonstrate significant and current strategic/operational leadership experience</li> <li>• Significant and relevant experience at a senior level within a large and complex organisation</li> <li>• Knowledge of Local Government and the wider Social Housing Sector</li> <li>• Proven record of change management and service development</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance and contract management</li> <li>• Understanding of the social and economic environment in which local housing services operate</li> <li>• Experience of partnership/collaborative</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant experience of working in either local government, the social housing sector or a similar organisation</li> <li>• Experience of working with Elected Members or Board Members and of dealing with politically sensitive issues</li> <li>• Experience of complex procurement and commissioning projects</li> <li>• Experience of new build residential properties</li> </ul> | Application form and interview |

|                                       | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  | <b>ASCERTAINED BY</b>          |
|---------------------------------------|--|---|--------------------------------|
|                                       | working/community engagement   |   |                                |
| <b>3. ATTITUDE AND MOTIVATION</b>     | <ul style="list-style-type: none"> <li>Highly motivated and committed to delivering a high quality service.</li> <li>Able to successfully use a range of leadership styles.</li> <li>Ability to motivate and encourage colleagues.</li> <li>Good understanding of service needs in the context of the wider Council agenda.</li> <li>Ability to influence and present a sound business case on issues relating to service and to the Council as a whole</li> <li>Ability to quickly gain an understanding of the social and economic environment within the Vale of Glamorgan and its strategic relevance for the postholder.</li> </ul> |   | Application form and interview |
| <b>4. QUALIFICATIONS AND TRAINING</b> | <ul style="list-style-type: none"> <li>Qualified to degree level or possession of a relevant higher level qualification, i.e. HND / HNC, NVQ Level 5 / 6 and at least 5 years' experience in a senior management role</li> </ul>   | <ul style="list-style-type: none"> <li>Relevant professional qualification</li> <li>Project Management qualification</li> </ul> | Application form and interview |
| <b>5. OTHER (PLEASE SPECIFY)</b>      | <ul style="list-style-type: none"> <li>Personal and professional credibility</li> <li>Drive, energy and enthusiasm to sustain an extensive agenda</li> <li>Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>Ability to drive/travel throughout the Vale or to outside locations as appropriate</li> </ul>  |   | Application form and interview |