



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

<b>POST NO:</b>	Y/PH/AA001	<b>DESIGNATION:</b>	Head of Strategy, Community Learning & Resources	<b>DEPARTMENT:</b>	Learning and Skills
<b>SECTION:</b>		<b>COMPLETED BY:</b>	Paula Ham	<b>DATE:</b>	March 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 plan, commission and ensure the effective delivery of high quality services</li> <li>• Excellent leadership and performance management skills</li> <li>• Ability to anticipate future service needs and plan, prioritise and manage resources accordingly to meet such needs</li> <li>• Ability to manage change effectively</li> <li>• Ability to develop effective relationships including working effectively with Elected Members/Chairs of Governors/Senior Managers/Headteachers and external partners</li> <li>• Ability to work effectively in partnership and seek out and exploit opportunities for collaboration</li> <li>• Ability to think strategically, quickly analyse complex issues and present imaginative and practical solutions</li> <li>• Excellent communication, engagement and interpersonal skills</li> </ul>		Application form and interview
<b>2. KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant and recent strategic/operational leadership experience within service areas relevant to the post.</li> <li>• Proven track record of large-scale service provision/development</li> <li>• Demonstrable experience of effective change management</li> <li>• Experience of successful financial management</li> <li>• Evidence of successful performance management.</li> <li>• Knowledge of Local Government and current Education issues and challenges</li> <li>• Demonstrable experience of partnership/collaborative working</li> </ul>		Application form and interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<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> </ul>		Application form and interview
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent</li> </ul>	Post graduate management qualification	Application form
<b>5. OTHER (PLEASE SPECIFY)</b>	<ul style="list-style-type: none"> <li>• Personal and professional credibility</li> <li>• Resilience and a capacity for managing complexity</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> </ul>	Ability to communicate in Welsh	Application form and interview