

PERSON SPECIFICATION

Post Title	Senior Manager Neighbourhood Services	Band	15	Job Evaluation Reference	G641(8)
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
SCQF Level 9 or equivalent in a relevant discipline or equivalent knowledge/experience				✓	
Membership of relevant Professional body				✓	
Management Qualification					✓
Evidence of continuous professional development in waste or other relevant sector				✓	
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Extensive relevant management experience in a local authority or other large organisation with a proven record of success.				✓	
Extensive experience of leading Neighbourhood Services operating model				✓	
Experience in managing large capital and revenue budgets.				✓	
Demonstrable experience in leading a culture of continuous improvement and delivery optimisation.				✓	
Demonstrable experience of personal leadership in the development of a strong health, safety, well-being and environmental management culture.				✓	
Experience in managing depot based operating model and the associated risks and opportunities.					✓
Sound knowledge of budgetary control and quality assurance systems, and experience of interpreting and understanding complex financial, budgetary and resource information.				✓	
Knowledge of relevant statutory responsibilities, legislation and regulations in relation to the provision of services within remit.				✓	
Knowledge of project and programme management in a relevant professional environment.				✓	
Knowledge of delivering a litter strategy				✓	

Knowledge of key relevant processes including financial planning, business planning, performance management, project management, human resource management, and health and safety in a local government or other comparable organisation.	✓	
Demonstrable knowledge of leading on burial services	✓	
3. SKILLS AND ABILITIES	Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training		
Proven effective management skills that provide a supportive environment within which colleagues can develop.	✓	
Well-developed verbal and written communications skills.	✓	
Strong interpersonal skills and abilities.	✓	
Ability to think strategically and develop plans, strategies, and policies across a wide range of areas to meet the needs of the Service / Directorate.	✓	
Works across the organisation with other services to deliver Council priorities and can make connections and instigate action to enable their delivery.	✓	
Ability and enthusiasm to deliver customer focused services.	✓	
Effective presentation skills.	✓	
Addresses failure to deliver and poor behaviour at first indication.	✓	
Demonstrable experience in constructive challenge of poor practice or accepted positions both within and outwith their responsibilities.	✓	
Strong commercial skills and the ability to lead high performing operational services.	✓	
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Building and sustaining positive relationships with all stakeholders.	✓	
Relate appropriately to Elected Members, showing a high degree of political sensitivity.	✓	
Excellent self-discipline, exhibiting good personal organisation and time management.	✓	
Calm under pressure, responding constructively to criticism, with high levels of resilience.	✓	
Maintains high standards of professional ethics, integrity and corporate discipline.	✓	
Accepts responsibility and acts jointly with peers in a manner which supports the Council's Priorities and their delivery.	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Must be prepared to work flexibly and out with office hours as required.	✓	
Possession of valid driving licence.		✓

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

- Strengthen – our Communities
- Understand – our children's needs
- Protect – our vulnerable people
- Promote – equality and diversity
- Open and transparent – at all times
- Respect – our environment
- Treat – each other with kindness

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.