PERSON SPECIFICATION

Post Title	Sustainable Transport Manager	Band	13	Job Evaluation Reference	G949

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**		
Educated to degree standard or equivalent experience and demonstrable professional development	✔	
Relevant management qualification	✔	
Record of completion of personal and management development opportunities.	✔	
Relevant professional qualification and/or post graduate qualification.		✔
Membership of relevant professional association.		✔
Evidence of Continuous Professional Development and/or post qualification training in relevant areas.	✔	
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**		
Substantial relevant management experience in a local authority environment/other complex organisation, with a proven record of success.	✔	
Experience as a budget holder, managing very large budgets, demonstrating sound financial management in order to secure Best Value and to achieve Directorate / Service objectives.	✔	
Expert in passenger transportation management, transport strategy and scheme delivery.	✔	
Lead the development and implementation of policies and plans directly related to service delivery / in support of service delivery.	✔	
Experience of establishing and maintaining effective partnership working at an operational level.	✔	
A successful record in managing teams delivering services to customers.	✔	
Sound knowledge of budgetary control and quality assurance systems, and experience of interpreting and understanding complex financial, budgetary and resource information.	✔	
Understanding of the workings of Local Government, including community planning.	✔	

Knowledge of key relevant Council processes including financial planning, business planning, performance management, project management, human resource management, and health and safety.	✔	
Knowledge of relevant statutory responsibilities, legislation and regulations in relation to the provision of services within remit.	✔	
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 communication 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.	✔	
Skilled in the use of information and communication technology, including the full suite of Microsoft Office products, with the ability to utilise corporate systems to provide/obtain/analyse information and data.	✔	
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 area of responsibilities.	✔	
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.