PERSON SPECIFICATION and ASSESSMENT FORM

Dumfries & Galloway COUNCIL

Candidate Name		**Post Ref No**	
Post Title	Quality Improvement Manager	**JE Ref**	
Service	Education, Skills and Community Wellbeing	**Band**	QIM01
Base	Dumfries and Galloway		

References	Name	*Good*	*Fair*	*Poor*
1				
2				

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
Educated to a degree standard or equivalent.	**E**	
Relevant management qualification.	**E**	
Record of completion of personal and management development opportunities.	**E**	
Professional qualification as a teacher and pot graduate qualification (NB as this is the professional lead for quality improvement, liaison with Education Scotland and directly responsible for the quality of educational provision across our schools, it is expected that the postholder will hold a teaching qualification).	**E**	
Membership of the General Teaching Council for Scotland.	**E**	
Evidence of Continuous Professional Development and/or post qualification training in relevant areas.	**E**	
2. Experience	Score	
Extensive relevant management experience in a local authority environment/other complex	**E**	

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Sound knowledge of budgetary control and quality assurance systems, and experience of interpreting and understanding complex financial, budgetary and resource information.	**E**	
Understanding of the workings of Local Government, including community planning.	**E**	
Knowledge of key relevant Council processes including financial planning, business planning, performance management, project management, human resource management and health and safety.	**E**	
Knowledge of relevant statutory responsibilities, legislation and regulations in relation to the provision of services within remit.	**E**	
5. Personality Factors	Score	
Building and sustaining positive relationships with all stakeholders.	**E**	

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.	**E**	
Expert in School Quality Improvement and Curriculum Support.	**E**	
Lead the development and implementation of policies and plans directly related to service delivery/in support of service delivery.	**E**	
Experience of establishing and maintaining effective partnership working at an operational level.		**D**
A successful record in managing teams delivery services to customers.	**E**	

Relate appropriately to Elected Members, showing a high degree of political sensitivity.	**E**	
Excellent self-discipline, exhibiting good personal organisation and time management.	**E**	
Calm under pressure, responding constructively to criticism, with high levels of resilience.	**E**	
Maintains high standards of professional ethics, integrity and corporate discipline.	**E**	
Accepts responsibility and acts jointly with peers in manner which supports the Council's priorities and their delivery.	**E**	

3 Skills and Abilities	Score	
Proven effective management skills that provide a supportive environment within which colleagues can develop.	**E**	
Well-developed verbal and written communication skills.	**E**	
Strong interpersonal skills and abilities.	**E**	
Ability to think strategically and develop plans, strategies and policies across a wide range of areas to meet the needs of the Service/Directorate.	**E**	
Works across the organisation with other services to deliver Council priorities and is able to make connections and instigate action to enable their delivery.		**D**
Ability and enthusiasm to deliver customer focussed services.	**E**	
Skilled in the use of information and communication technology, including the full suite of Microsoft Office products, with ability to utilise corporate systems to provide/obtain/analyse information and data.	**E**	
Effective presentation skills.		

6. Other Requirements	Score	
Must be prepared to work flexibly and out-with office hours as required.	**E**	
Possession of valid driving licence.		**D**

Addresses failure to deliver and poor behaviour at first indication. Demonstrate experience in constructive challenge of poor practice or accepted positions both within and out-with area of responsibilities.	**E** **E** **E**				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	**Date:**	Candidate **Total Score**	