PERSON SPECIFICATION

Dumfries & Galloway COUNCIL

Candidate Name		**Post Ref No**	
Post Title	Quality Improvement Officer	**JE Ref**	
Service	Education & Learning	**Band**	QIO
Base	Dumfries		

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

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
Educated to degree level.	E	
GTCS registration in primary or secondary education.	E	
Record of appropriate continuing professional learning and personal development.	E	
2. Experience	Score	
Management experience within the Education sector. • Leading a team • Managing people • Managing budgets • Managing change	E	
Working with a variety of external agencies and national partners.		D

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Knowledge of key aspects of Education and Children's Services legislation.	E	
Knowledge of Curriculum, Quality Assurance and School Improvement.	E	
Thorough understanding of Education policy, planning and service delivery.	E	
Sound understanding of the issues facing Local Government and of the political environment in which it operates.		D
5. Personality Factors	Score	
Ability to develop and maintain good working relationships with staff at all levels.	E	
Demonstrates self-awareness	E	

Providing reports and liaising with senior management.	E	
Handling confidential and sensitive information.	E	

Political sensitivity		D
Calmness under pressure and respond positively to criticism.		D
High standard of professional ethics and professional integrity	E	
Demonstrate a commitment and dedication to the needs of the job.	E	

3 Skills and Abilities	Score	
Judges wisely and makes decisions appropriately.	E	
Proven effective leadership that provides a supportive environment.	E	
Strategic thinker with a clear vision of the future of Education and Learning services.	E	
Professional autonomy within a framework of accountability.	E	
Excellent inter-personal and people management skills.	E	

6. Other Requirements	Score	
Desire to be responsible for and to build on reputation of team	E	
Willingness to take responsibility for others.	E	
Willingness to take responsibility for own development.	E	
Ability to work under pressure managing own workload.	E	
Resilience and perspective	E	
Act in accordance with Council values.	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/ideas. 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**	