

North Hertfordshire District Council



Service Director – Place

Person Specification

Date issued: July 2021

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<p>Knowledge of current policy issues and legislation affecting Local Government and the services managed</p> <p>Clear understanding of the practical implications of Service Planning, Continuous Improvement and Performance Management and experience in effecting these.</p> <p>A track record of delivering effective and responsive services through development and implementation of innovative approaches to service delivery.</p> <p>Political skills and sensitivity.</p>	<p>Working knowledge and understanding of all aspects of Local Government Finance gained through training or experience</p>	<p>Application form / Interview / References</p> <p>Application form / Interview / References</p> <p>Application form / Interview / References</p> <p>Application form / Interview</p>

<p>Ability to develop performance targets and strategies sufficiently to achieve continuous improvement.</p>		<p>Application form / Interview</p>
<p>Ability to plan and prepare revenue and capital expenditure including proposals for growth and savings.</p>		<p>Application form / Interview</p>
<p>Ability to understand and analyse complex information at speed on a wide variety of issues.</p>		<p>Application form / Interview</p>
<p>Numerate with strong evaluation and problem solving skills.</p>		<p>Application form / Interview</p>
<p>The financial skills and knowledge to monitor expenditure and ensure the delivery of services within budget and in accordance with Financial Regulations and Contract Standing Orders.</p>		<p>Application form / Interview</p>
<p>Ability to work effectively as part of a senior level management team.</p>		<p>Application form / Interview</p>
<p>Education/Qualifications:</p>	<p>Education/Qualifications:</p>	
<p>A degree in a relevant subject or equivalent</p>	<p>Evidence of Continued Professional Development</p>	<p>Documentary evidence</p>
<p>Proven track record of managing local authority services at a senior level in a complex environment.</p>	<p>A management qualification</p>	<p>Documentary evidence / Application form / Interview</p>

<p>Planning & Organising Skills:</p>	<p>Proven track record in achieving change in a complex organisation.</p> <p>Demonstrably successful project planning and project management.</p>	<p>Experience of project management, procurement, delivery and implementation at a senior level in a complex environment.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p>
<p>Communication Skills:</p>	<p>Evidence of ability to write clear, concise and accurate reports for presentation to senior managers and Members.</p> <p>The leadership skills and track record to develop and manage and gain the commitment of staff at a senior level and to motivate them to work co-operatively and flexibly.</p> <p>The interpersonal and communication skills necessary to gain and sustain the confidence and commitment of service users and partners to the work of the section and the Council.</p> <p>Ability to communicate effectively orally and in writing to a wide range of audiences including the public, councillors and staff, and produce reports to Council committee standard.</p> <p>Advising at Committee.</p> <p>Ability to develop effective liaison</p>	<p>Successful partnership working – representing the organisation at a senior level on external bodies.</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>

	<p>arrangements within the Service, across the Council and with external agencies.</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.</p>		Interview
Problem Solving Skills & Accountability:	<p>Ability to analyse service needs sufficient to oversee the development of programmes for their provision.</p> <p>The judgement necessary to identify issues that may be politically sensitive and to act accordingly.</p> <p>The ability to think about issues facing the Directorate from a strategic perspective and to develop appropriate solutions and implement these on the ground.</p> <p>Ability to take a strategic approach to policy and practice and planning to ensure the long-term development of the services.</p> <p>A record of achievement and innovation in a related field to this post.</p> <p>IT literate with experience of utilising IT solutions to improve efficiency of service delivery.</p>	<p>A track record that demonstrates tangible achievement in working effectively with other organisations and agencies towards a common end.</p> <p>Successful partnership working – representing the organisation at a senior level on external bodies</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>

<p>Other Requirements:</p>	<p>Ability to promote the image of the Directorate through articulate and confident approach.</p> <p>Ability to promote the organisation's Values and Behaviours through your leadership.</p> <p>This post is subject to satisfactory checks with the Disclosure and Barring Service and is exempt from the rehabilitation of offenders act. Commitment, drive and enthusiasm.</p> <p>Ability to work unsociable hours.</p> <p>Full driving licence and vehicle available for work use.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
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Signed..... **Manager** **Date**.....

Signed..... **Employee** **Date**.....

Name..... **Employee**