



## ARUN DISTRICT COUNCIL

### HEAD OF GROUP

#### (GRADE 3)

### PERSON SPECIFICATION

#### Personal Qualities

- Ambition and passion to facilitate the delivery of improved services Essential
- Leadership skills to inspire and empower employees and create a competent, well-motivated and successful team. Essential
- Excellent interpersonal and communication skills with the ability to influence, persuade and to inspire confidence, trust and respect at all levels, including Corporate Management Team. Essential
- A “can do” approach demonstrating analytical skills and a creative approach to problem solving, including the ability to prioritise and manage conflicting pressures across a group of services. Essential
- Able to have a positive impact and influence and to recognise how this can be used for corporate and community benefit. Essential
- Demonstrable understanding of and commitment to local democracy and delivery of efficient and cost-effective public services. Essential

#### Qualifications/Professional Development

- Degree or equivalent level education Desirable
- Full membership of recognised and relevant professional body Desirable
- Certified qualification in Data Protection/GDPR or willing to undertake qualification within a timeframe to be agreed with CEO Essential
- Legal qualification Desirable



## **Experience**

- Demonstrable achievements in providing decisive leadership and management within a service group. Essential
- Successful track record of establishing a corporate and service performance culture, through good forward planning, demonstrating a desire to continually improve standards and performance. Essential
- Experience of financial management and budget planning, including setting and managing the budget for a smaller service group. Essential
- Ability to identify and meet customer needs. Essential
- Experience to convey the Council's perspectives within a service group. Desirable
- Experience of contributing to corporate strategies in a Local Government setting. Essential
- Experience of Monitoring Officer role Essential

## **Special Skills / Aptitudes and Knowledge**

- Need to demonstrate political awareness in providing member advice and support and in managing key relationships within the Council and in other public, private and voluntary sector organisations. Essential
- Ability to lead, delegate and empower employees and develop a positive and supportive organisational culture. Essential
- Ability to manage and monitor performance at individual level and across a service group to drive continuous improvement. Essential
- Developed networking, influencing and communication skills in a variety of contexts and situations. Essential
- Resources including financial and commercial awareness demonstrating effective strategic planning and the management of risk. Desirable



- Demonstrable analytical and creative skills for service planning/transformation in order to meet customer needs and to contribute to, and where necessary lead on policy development across the service group. Essential
- Demonstrable ability to manage changing priorities and deadlines with a need for prioritisation of conflicting demands with the service group managed. Essential
- The ability to influence and persuade Elected Members and Corporate Management Team. Essential
- The ability to analyse, interpret and act upon the implications of National and Local Government directives. Essential
- The ability to understand the technical aspects of the services that are managed and apply that knowledge to decision making. Essential

***Please note the post of Group Head for Council Advice and Monitoring is a politically restricted post.***

***July 2020***