

PERSON SPECIFICATION – CHIEF EXECUTIVE

Key to criteria identification: 1 = Application Form, 2 = References,
3 = Selection Centre and Interviews

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<p><u>QUALIFICATIONS / TRAINING</u></p> <ul style="list-style-type: none"> ➤ Educated to degree standard or equivalent 	<ul style="list-style-type: none"> ➤ Recent training in change management or strategic human resource management ➤ Higher level management or professional qualification 	1
<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> ➤ A proven track record of successful corporate leadership within a multi-disciplined organisation including the formulation and delivery of corporate strategies, policies and objectives. ➤ Experience of successfully establishing and sustaining a strong performance management culture that drives up standards and performance. ➤ Experience of successfully leading and managing change, translating organisational ambitions into real and measurable achievements. ➤ Experience of creating, developing and maintaining effective working relationships with key stakeholders e.g. citizens, elected members, employees and partners. 		1 + 2 + 3

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<p><u>SKILLS, KNOWLEDGE AND ABILITIES</u></p> <ul style="list-style-type: none"> ➤ An ability to plan strategically, build consensus and project the Council's vision. ➤ An ability to build partnerships with other people and bodies and to act as an enabler and advocate. ➤ The skills to work effectively within a political environment and to manage the Member / Officer interface, providing timely and balanced advice. ➤ An ability to provide visible and supportive leadership and to foster a positive work environment through empowering, enabling, motivating and developing others. ➤ The capability to project the Council's vision and the ability to see the 'big picture', to identify broader opportunities and the potential for operating in different ways to achieve the desired results. ➤ An understanding of the role of information and communications technology in developing public council services. ➤ An understanding of the workings of local government and an awareness of the issues, pressures, influences and legislation facing local authorities. 		1 + 2 + 3
<p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> ➤ Excellent interpersonal skills to communicate effectively with a wide variety of people. ➤ Ability to influence and persuade others and in order to gain trust and confidence. ➤ Excellent written and presentational skills. 		2 + 3

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<p><u>DISPOSITION and ATTITUDE</u></p> <ul style="list-style-type: none"> ➤ A high degree of probity and integrity. ➤ Highly motivated and not easily discouraged. ➤ A commitment to the value of diversity and achievement of equality of opportunity in both employment and service delivery. ➤ Innovative problem solvers and strategic and lateral thinker. ➤ Enthusiastic and able to enthuse others. 		2 + 3
<p><u>COMPETENCIES</u></p> <ul style="list-style-type: none"> ➤ Builds relationships with individuals and teams both internal and external to achieve results and improve performance ➤ Supports and develops both individuals and teams by encouraging skill sharing in order to enhance performance ➤ High levels of political awareness and a strong understanding of the wider strategic and political context within Leicestershire 		3
<p><u>GENERAL CIRCUMSTANCES</u></p> <ul style="list-style-type: none"> ➤ Willingness and ability to work outside usual office hours as necessary ➤ Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 ➤ Willingness to travel and access to a vehicle 		2+3

