

## PERSON SPECIFICATION

### Sufficiency, Planning & Capital Investment Manager

<b>Grade:</b>		
HC09		
<b>Directorate:</b>	<b>Division/ Department:</b>	<b>Section/ Location:</b>
Children & Families	Planning, Performance & Development	Access & Capital

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Planning, co-ordinating and prioritising objectives so that work is delivered on time and as agreed.</li> <li>• Performance Management</li> <li>• Asset Management Planning</li> <li>• Financial monitoring &amp; evaluation</li> <li>• Producing and presenting management information in a range of formats.</li> <li>• Collaborative inter-agency working.</li> <li>• Using appropriate tools and processes to set up and run data capture.</li> <li>• Producing data reports using appropriate software</li> <li>• Line Management responsibilities</li> <li>• Experience of developing, managing and delivering large and small scale capital projects from end to end</li> <li>• The ability to implement, control and manage change</li> <li>• Ability to review and challenge business cases, identify and manage risk, change control and produce robust documentation including highlight reports</li> <li>• Experience of using project management methodologies &amp; systems, principles and frameworks</li> <li>• Ability to lead and prepare project boards and workshops</li> <li>• Experience of working within a programme environment</li> <li>• Experience of procurement practice,</li> </ul>	AF/I

	<p>contractor management and achieving value for money</p> <ul style="list-style-type: none"> <li>• Proven experience in managing internal and external stakeholders</li> <li>• Proven ability to deliver in challenging environments</li> <li>• Proven track record of strong leadership &amp; relationship management</li> <li>• Ability to deliver and monitor identified project benefits</li> <li>• Excellent oral and written communication skills</li> <li>• Strong relationship building and interpersonal skills</li> <li>• Experience and knowledge of council's strategic objectives <i>is desirable</i></li> <li>• Experience of Local Government governance structure is desirable</li> <li>• Experience of directly leading the concept and development phase of projects</li> <li>• Experience of facilitation of workshops with senior stakeholders and working independently to develop options</li> </ul>	
<p><b>Skills and Abilities</b>  <i>Including personal attributes.  Consider if project management skills are needed.</i></p>	<ul style="list-style-type: none"> <li>• Ability to work with complex data from a range of sources and draw-out evidence based conclusions.</li> <li>• Excellent data handling skills – verbal, numeric and abstract reasoning</li> <li>• Able to design, implement and manage data validity processes</li> <li>• Excellent negotiation skills</li> <li>• Able to interpret and communicate complex information in a variety of ways appropriate to the audience</li> <li>• Excellent training and presentation skills</li> <li>• Able to produce coherent written reports using appropriate evidence</li> <li>• Able to work to tight deadlines and under pressure.</li> <li>• Ability to work within a political context and win the trust and confidence of members and the Directorate Leadership Team.</li> <li>• Professional and positive approach</li> <li>• Ability to embed process, providing support and challenge to colleagues</li> <li>• Diligent with attention to detail</li> <li>• Collaborates well</li> <li>• Self-motivated &amp; self-sufficient</li> <li>• Team player, and able to work on own initiative</li> <li>• Assertive, adaptable, and creative</li> <li>• Ability to take a vision and concept and drive through to delivery</li> <li>• Effective time management skills</li> </ul>	<p>AF/I</p>

	<ul style="list-style-type: none"> <li>• Able to follow process and identify improvements</li> <li>• A can do attitude and willingness to go the extra mile when required</li> </ul>	
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Management qualification or relevant experience in a managerial role is essential.</li> <li>• Microsoft Office including significant expertise in, Word, Excel, PowerPoint Access and Outlook</li> <li>• Degree level, equivalent qualification or professional recognition.</li> <li>• Prince2, equivalent project management qualification or relevant experience is desirable</li> <li>• Knowledge of project management software (e.g.: Microsoft Project) is desirable</li> </ul>	AF/I
<b>Other Factors</b> <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i>	<ul style="list-style-type: none"> <li>• Willingness to attend regional and national meetings and conferences.</li> <li>• Ability to travel within and outside of the County</li> <li>• Willingness to work outside office hours when required</li> <li>• Willingness to adopt agile working.</li> <li>• Commitment to council's ethos of equality and inclusion</li> </ul>	I

\*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

<b>Line Manager Name:</b>	<b>Date:</b>
Quentin Mee	
<b>Date person spec last reviewed:</b>	
14/10/2021	