

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent including relevant professional qualifications where appropriate.</li> <li>• CiLCA Qualification, or willing to work towards within first year of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• Recognised Business, Finance or Administrative Qualification</li> <li>• Certificate of Higher Education in Local Policy</li> <li>• PRINCE2 Project management Qualification</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent leadership skills</li> <li>• Strong analytical skills</li> <li>• General administration and presentation skills</li> <li>• Proficient in the use and maintenance of manual and computer information systems</li> <li>• Ability to collate and analyse information and distribute to a range of audiences in appropriate form</li> <li>• Able to write clear concise reports</li> <li>• Ability to build effective working relationships with members of the Council, staff and a</li> </ul>	<ul style="list-style-type: none"> <li>• Able to write clear concise minutes</li> <li>• Practical experience of local government financial procedures</li> <li>• Theoretical and/or practical knowledge of the statutory duties of a local council</li> </ul>

Factor	Essential	Desirable
	<p>range of stakeholders</p> <ul style="list-style-type: none"> <li>• Knowledge of current employment and health and safety legislation</li> <li>• Full driving licence</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Delivery of agreed corporate objectives</li> <li>• Leading a team, inspiring and empowering colleagues</li> <li>• Experience of financial/personnel systems and procedures</li> <li>• Experience of a leadership role in a complex organisation</li> <li>• Previous experience of change management and organisational redesign.</li> <li>• Effective management of a substantial budget</li> <li>• Managing a range of activities to deadlines within pre agreed timescales within changing priorities.</li> <li>• Procurement of resources and services within a predetermined budget</li> <li>• Development and maintenance of admin procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Committee experience</li> <li>• Local Government experience</li> </ul>

Factor	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Previous experience of planning, developing and leading on complex projects.</li> <li>• Knowledge of regeneration issues and external funding sources</li> <li>• Developing solutions to a range of practical and technical problems.</li> <li>• Fully competent in using Microsoft Office</li> <li>• Experience of establishing and monitoring procedures</li> <li>• Outcome analysis in line with best value practices</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong interpersonal, negotiating and mediating skills</li> <li>• Deals confidently with a wide range of contacts</li> <li>• Handles problems confidently and positively</li> <li>• Ability to establish good customer relationships</li> <li>• Methodical and accurate approach</li> <li>• Ability to prioritise and work to tight deadlines</li> </ul>	

Factor	Essential	Desirable
	<ul style="list-style-type: none"><li>• Ability to work on own initiative and complete tasks without supervision</li><li>• Honesty, integrity and trustworthiness</li></ul>	
Special requirements	<ul style="list-style-type: none"><li>• Flexibility to attend meetings and events and to work at any council site as deemed necessary</li><li>• Commitment to continuing professional development</li></ul>	