



### Person Specification

**Job Title:** Head of Democratic Services

**Post Number:**

#### THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Behavioural Competencies		Level		How Assessed
<ul style="list-style-type: none"> <li>• Putting Our Customers First – Level 5</li> <li>• Getting Things Done – Level 4</li> <li>• Taking Personal Responsibility – Level 4</li> <li>• Seeking to Understand Others and Treat them with Respect – Level 4</li> <li>• Initiating change and Improvement – Level 4</li> <li>• Organisation Awareness – Level 4</li> <li>• Communicating – Level 5</li> <li>• Analysing, Problem Solving and Decision Making – Level 4</li> <li>• Demonstrating Political Acumen – Level 5</li> </ul>				All assessed at Interview
<b>Additional Requirements for the Job</b>		<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b> All through Application Form or Interview or Both
<b>Education &amp; Training</b>	1. Relevant degree or equivalent experience	X		Application Form
	2. Leadership/Management Qualification		X	Application Form
<b>Experience / Knowledge</b>	3. A good knowledge of local government law (statutory and common) and practice	X		Application Form and interview

	<p>relating to Democratic Services and in particular of the Local Government (Wales) Measure 2011.</p> <p>4. A successful record of working within a change environment, and a commitment to the delivery of services based on needs and achieving delivery to quality and cost standards</p> <p>5. Experience of Local Government Law and practice in relation to Democratic Services, Scrutiny and Electoral services.</p> <p>6. Significant experience of the Political Process of a Local Authority, particularly the decision making process.</p> <p>7. Significant experience and understanding of the relationship between Elected Members, officers and the public.</p> <p>8. Experience of successful working with employees and Trade Unions and external public and private sector organisations and voluntary organisations, as necessary</p> <p>9. Experience of working with Elected Members including on politically sensitive matters</p> <p>10. Experience of building teams</p> <p>11. Experience of managing resources including finance, employees, property and information technology</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>	<p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p> <p>Application Form and interview</p>	
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	12. Experience of working within a change environment and able to provide evidence of significant contribution to successful change	X		Application Form and interview
<b>Skills and Abilities</b>	13. Ability to understand customer needs and to develop ways of working, processes and structures to achieve continual improvements in service delivery.	X		Application Form and interview
	14. Ability to shape the environment in order to ensure others feel positive in contributing to cross directorate and council wide solutions.	X		Application Form and interview
	15. Ability to work collaboratively to gain buy in and agreement towards a common goal	X		Application Form and interview
	16. Ability to give sound and firm advice to senior officers and elected members to secure the best means of achieving Council objectives	X		Application Form and interview
	17. Ability to follow through on solutions / decisions, until closure or resolution, to ensure they are understood and implemented by others.	X		Application Form and interview  Interview
	18. Excellent interpersonal skills enabling credibility to be quickly established and sustained both internally and external to the Council	X		Application Form and interview
	19. Excellent influencing, negotiation and persuasion skills	X		Application Form and interview

**APPENDIX A**

	20. Commercially and financially astute	X		
<b>Personal Attributes</b>	21. Commitment to the Council's Equal Opportunities Policy	X		Application Form and interview
	22. Ability to work under pressure to tight timescales and to motivate others to deliver	X		Application Form and interview
	23. Commitment to delivering continuous service improvement based on sound performance measures.	X		Application Form and interview
	24. Demonstrable leadership qualities and a commitment to the Council's Leadership and Behavioural competencies	X		Application Form and interview
	25. Willing to undertake further training	X		Application Form and interview
<b>Special Circumstances</b>	26. Ability to travel to various locations	X		Application Form
	27. Full valid driving licence		X	Application Form
	28. Ability to communicate in Welsh		X	Application Form and interview