

PERSON SPECIFICATION

POST TITLE: HEAD OF OPERATIONS

DIVISION/UNIT: CORPORATE

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Extensive proven experience in a senior leadership role in a large multi-discipline organisation. 2. Extensive proven experience of successfully informing and developing policy and strategy and of operating at a corporate level. 3. Extensive proven experience of working with a Board of Management or representative stakeholders, and senior colleagues. 4. Evidence of leading services or a business through growth, innovation, development, and transformation. 5. Extensive experience of producing management and committee reports. 6. Extensive proven experience of working effectively and in partnership with Trade Union representatives. 7. A comprehensive understanding of Scottish local government and awareness of current issues. 	<ol style="list-style-type: none"> 1. Extensive proven experience in a corporate leadership role in a large multi-faceted public sector organisation. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Excellent financial and budgetary management skills with a strong commercial ethos. 		Application Form References Interview

	<ol style="list-style-type: none"> 2. Well developed leadership skills. 3. Strong decision making and analytical skills. 4. Ability to conceptualise and strategize. 5. Concise and persuasive verbal and written communication skills at all levels. 6. Strong communication, advocacy and influencing skills, with the ability to present ideas and proposals effectively at senior levels. 7. Ability to think strategically. 8. Ability to lead, develop and motivate a team to achieve a high performance. 9. Ability to plan and organise work to meet corporate deadlines. 		
Education & Qualifications	<ol style="list-style-type: none"> 1. Engineering, Facilities or management related degree or equivalent. 2. Member of relevant professional institution/association. 		Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Highly motivated, enthusiastic and confident individual with high professional standards. 2. Can build relationships, develop connections and inspire confidence in others. 3. Resilient with an ability to cope with demands of the post and attend on a regular basis. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the 		Application Form Post Interview Check

	requirement to travel efficiently to other locations.		
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