

PERSON SPECIFICATION: HEAD OF CORPORATE SERVICES

Competencies	Essential	Desirable
<p>Achieving results: Being clear about objectives and priorities and focusing on results.</p>	<ul style="list-style-type: none"> • Knowledge and experience of applying monitoring and evaluation models in the not-for-profit sector at a strategic and tactical level. • Strong project management skills to efficiently plan, organise and prioritise a wide range of complex tasks to ensure delivery of strategic goals. • Ability to monitor the effectiveness of the workplan and contribute to an outcomes framework. • Experience of working collaboratively, internally and externally. • Discipline to complete work to a high standard of accuracy and thoroughness. 	<ul style="list-style-type: none"> • Ability to appraise and implement suggested changes to working methods where benefits can be recognised.
<p>Communicating: Communicating effectively – both orally and in writing.</p>	<ul style="list-style-type: none"> • Ability to absorb a wide range of complex information and deliver it concisely in written and verbal format. • Proven experience of effectively being able to express thoughts and ideas concisely and question where necessary. • Demonstrable ability to produce written tenders, proposals, discussion papers, briefings, reports, letters, PowerPoint presentations, speeches and general correspondence. • Strong influencing skills. • Understanding of how to communicate with a wide range of audiences and an ability to flex personal style, taking into account diversity of background and need. • Ability to chair and facilitate meetings with multiple stakeholders. 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> • Undertake public speaking confidently. • Be diligent and careful when passing on information, respecting confidentiality as appropriate. • Listen actively to others. 	
<p>IT Application: Is able to use information technology</p>	<ul style="list-style-type: none"> • Ability to produce written documents, PowerPoint presentations, manage email, diary and databases. 	
<p>Managing yourself: Being aware of how far our abilities extend and taking personal responsibility for our own actions and development.</p>	<ul style="list-style-type: none"> • Plan and manage own workload with minimum supervision. • Accept responsibility for your own work, actions and mistakes. • Be aware of the impact of behaviour on others. • Display confidence in dealing with a range of internal and external contacts. • Operate with impartiality, fairness and diplomacy. 	
<p>Organisational and sector awareness: Is able to relate internal and external factors to broader issues.</p>	<ul style="list-style-type: none"> • Have a working knowledge of the voluntary and public sectors in Scotland and beyond and an understanding of how the areas interrelate. • Have an understanding of the funding and public policy environment. 	<ul style="list-style-type: none"> • Operate with impartiality, fairness and diplomacy.
<p>Service Focus: Able and willing to address needs of customers - colleagues, applicants, other partners and stakeholders.</p>	<ul style="list-style-type: none"> • Listen to, establish and respond positively to different customer needs. • Provide support and guidance in order to build the capacity of organisations, including monitoring and evaluation methods. • Provide a consistently professional and helpful point of contact for customers and stakeholders. 	
<p>Team working: Co-operating with and considering others. Sharing</p>	<ul style="list-style-type: none"> • Demonstrate strong leadership skills. 	

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<p>knowledge and resources, striving for good working relationships.</p>	<ul style="list-style-type: none"> • Be open to different viewpoints and value the contributions which others make, with a willingness to use the advice and ideas of others. • Build and maintain collaborative working relationships with all colleagues. • Demonstrate a commitment to wide knowledge-sharing. 	
<p>Analysis, investigation, and decision making: Seeking, using and interpreting information to generate solutions and recommendations.</p>	<ul style="list-style-type: none"> • Clear analysis of a wider range of complex information. • Demonstrate an ability to identify gaps within the funding environment and create propositions to help shore these up. • Support the information and knowledge gathering that impact on our work. 	
<p>Experience</p>	<ul style="list-style-type: none"> • Evidence of strategic financial planning • Evidence of being able to input to strategic decision making, able to analyse, interpret, resolve and communicate complex business problems • Significant experience of working at a senior financial management level, with responsibility of budgets in excess of £5,000,000. • In depth knowledge of statutory requirements, procedures and regulatory requirements relating to key service area(s) • The ability to produce effective reports, forecast expenditure, and demonstrate expense to budget year to date. • Experience of working with external partners/stakeholders • Experience of using financial IT packages • Experience of working in a managerial capacity with responsibility for time management and financial reporting. 	

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	<ul style="list-style-type: none"> • Project Management experience. • Experience of working within the voluntary sector. 	
Education, qualifications, training	<ul style="list-style-type: none"> • Educated to Degree level, or equivalent experience with Professional Accountancy Qualifications (a) Highly experienced in Financial and Risk Management 	
Knowledge / skills	<ul style="list-style-type: none"> • Understanding of legislation relating to charities. • Ability to analyse, interpret and communicate complex financial information. • Ability to work strategically and implement creative solutions. • Strong financial analysis and risk management skills. • Experience in obtaining additional funding and writing successful bids. • Good leadership skills and ability to inspire and challenge colleagues. • Effective organisational and administrative skills. • Knowledge of public finances, and funding streams for schools. • Excellent communication skills both written and verbal. • Excellent interpersonal skills and ability to work collaboratively within a small team. • Ability to present in a confident manner to internal and external stakeholders. • Excellent literacy, numeracy and IT skills. (b) Ability to adapt to change. 	
Special requirements	(c) Ability to travel	
Personal attributes/ disposition	<ul style="list-style-type: none"> • Approachable, helpful, honest and caring, attentive, conscientious. 	

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	<ul style="list-style-type: none">• Desire to achieve service excellence and continually improve• Professional, calm, non-judgemental yet assertive• Tactful and diplomatic• Confident individual able to lead a team• Confident to communicate vision and approach to colleagues, partners and stakeholders.• Able to work to tight deadlines• Flexible approach to work• Committed to the principles of equality and diversity	