

Sandwell Children's Trust

Director

Personnel Specification

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| Physical | A good attendance record - Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. |
| Qualifications | <ul style="list-style-type: none">• Professional or management qualification. (Degree level or equivalent).• Evidence of continuous professional development. |
| Experience | <ul style="list-style-type: none">• 5 years in a Senior management role• Evidence of a track record of successful delivery.• Evidence of performing to a high standard in a challenging environment.• Experience in successfully managing and delivering complex change and improvement programmes.• Managing services and complex teams of a significant size.• Team and partnership working in the public sector.• Experience of strategic thinking and being able to establish, plan and deliver on corporate priorities.• Evidence of substantial management development, including training in areas such as Performance Management, Financial Management and Supervisory Management.• Business acumen and commercial awareness. |

- Special Knowledge
- Knowledge of relevant legislation and guidance which will impact on service delivery and development, with specific knowledge relating to the particular service.
 - Understanding of processes of Service provision and delivery to meet assessed need. Corporate and Departmental Policies and Procedures.
 - Awareness and experience of operating in a political environment.
 - The post holder must possess a highly developed work ethic built upon key performance management principals.
 - Experience of supporting Board and/or elected members at a very senior level including support and attendance at regional/national events.
- Circumstances
- Office based but with a requirement to travel to attend meetings, including public meetings. Occasional overnight stays.
 - Some degree of working out of normal hours is required.
- Disposition
- Excellent forward planning abilities are called for, as are skills in managing complex programmes and projects to high standards of performance.
 - A significant proportion of the work requires the post holder to work alone in consultations and negotiations with external partners, individuals and agencies, in the public and private sectors. Highly developed interpersonal skills are therefore essential to ensure the exercise of well-balanced judgement.
 - Internally, similar consultations and negotiations must regularly be conducted with all other services, principally on innovative and non-routine subject matter. The post holder will be required to have contact with a wide range of internal and external organisations.
 - This is a demanding role and the post holder must operate with a minimum of routine supervision. Most of the subject matter dealt with is complex and demands high level intellectual skills and abilities.

Practical
and
intellectual

- The ability to work to tight timescales and deadlines, and working under pressure, is essential. It is also necessary to have the ability to prioritise and a balance a demanding workload.
- It is essential for this post holder to continuously explore the implications for change within all its service areas and to play a leadership role in the development and implementation of a wide range of Strategies and Action Plans.
- The post holder will need to be able to resolve highly complex issues regarding national, corporate, directorate and practice related requirements.
- The post holder must be able to develop a Team of Senior Officers that not only direct services but are able to identify, plan and deliver on Corporate Priority areas with a one Trust approach.
- A significant part of the role is non-routine and innovative in nature. It regularly demands high quality responses on matters of significant potential impact to be produced at short notice.
- The post holder will need to be creative and innovative in managing the demanding workload both of this post and of the service to ensure optimum staff performance is achieved against a background of continuous change and development.
- Creating the linkages not only within the service area, but across services, the Trust and key stakeholders will require an imaginative approach.
- The post holder will need to instil within the workforce an innovative approach to problem solving and the interpretation of legislation
- The post holder will be undertaking significant partnership working and will need to be innovative in ensuring such “partnerships” remain relevant, vibrant and meet their goals and become time limited when necessary.

Job Accountability Statement

After appointment, the post holder will agree a Job Accountability Statement with the Chair and the Chief Executive.

The Job Accountability Statement will then provide the basis for appraising the performance of the post holder. Job Accountabilities will be reviewed, amended and up-dated or replaced through the appraisal process.