

<u>Person Specification</u>	<u>Essential</u>	<u>Desirable</u>
The successful candidate will demonstrate evidence of the following experience:		
<u>Qualifications and Training</u> Relevant Degree of professional qualification and/or Member of Professional Institution/Association.	√	
Clear evidence of progression in your chosen career with evidence of roles of increasing scale, complexity and importance.	√	
Evidence of continuous leadership/management development.	√	
Further relevant qualifications or membership of relevant professional bodies or Institutes.		√
<u>Leadership</u> Significant experience at a senior level within an organisation of comparable scope, size and complexity within the public, private or voluntary sector organisation.	√	
Experience as a visible role model within a comparable organisation providing inspiration and the ability to empower others.	√	
Experience of complex relationship management within a comparable public, private or voluntary sector organisation.	√	
Experience of identifying developing and nurturing talent and capability within an organisation.		√

<p><u>Strategy and Vision</u></p> <p>Experience of developing and driving strategy and policy to deliver sustainable and successful outcomes for the organisation.</p>	√	
<p>Possessing sufficient political, financial and legislative acumen to support the strategic delivery of services to the organisations Members.</p>	√	
<p>Experience of work within a Membership organisation and an understanding of the particular skills required to work on Members behalf.</p>		√
<p><u>Building and Maintaining the Organisation</u></p> <p>Experience and evidence of building an organisational culture where everybody is supported and encouraged to be the best they can be.</p>	√	
<p>Experience of successful partnership working and networking with key stakeholders e.g. Member Councils, Voluntary Sector, Professional Associations and Government and Public Agencies.</p>	√	
<p>Experience of working in an overtly, political environment.</p>	√	
<p>Demonstration of sound, political judgement with strong political antenna locally, regionally and nationally</p>	√	
<p><u>Membership and Relationship Management</u></p> <p>Experience of successful relationship management, demonstrating the particular skills needed to operate in the context of a Membership organisation.</p>		√
<p>The ability to ensure that Members of the organisation remain committed to long term Membership and involvement in the organisations work.</p>		√

Evidence of the following knowledge, skills and understanding will be sought for selection purposes:-

Setting Strategy and Vision

The ability to create and drive a sustainable organisational strategy, delivering outcomes focussed on Members wishes and in line with political direction.

Evidence of sound intellectual policy and financial skills giving the ability to interpret and understand complex policy and financial information within the public sector.

Building the Organisation

Personal, professional and political credibility that promotes and enhances the organisations reputation locally, nationally and internationally.

High standards of personal and professional integrity that drive performance throughout the organisation.

The possession of ethics, values and personal qualities consistence with the vision, culture and values of both COSLA and Local Government generally.

Leadership

An inspirational leader with clear focus and the ability to create and articulate a clear sense of purpose for the organisation.

Given the national focus of this role, evidence of the ability to operate successfully at a national level to promote COSLA and Local Governments' interest in the national setting.

Detailed knowledge of all major policy, legislative and financial issues facing Local Government within the particular political situation at any given time.

Negotiating and Lobbying

The ability to demonstrate the skills necessary to successfully negotiate with Partners at both Local and National level in order to achieve policy outcomes, political and financial circumstances which will protect and enhance the ability of Local Government and individual Councils to make provision on behalf of Local Communities.

The ability to demonstrate an understanding of the tactics that have to be adopted in different situations in order to achieve satisfactory outcomes from COSLA's lobbying and negotiating activity.

COMPETENCIES

Applicants will also be measured against the following competencies:-

Leading Others

Is inspirational as a leader, encourages trust and respect, is ethical and self-aware.

Creates a positive atmosphere which motivates people to improve their performance.

Displays a high level of determination, energy and resilience.

Political Sensitivity

Takes an holistic view of events and the interest of both Communities and Elected Members.

Is diplomatic in dealing with a wide range of Politicians and Leaders.

Taking Ownership and Responsibility

Displays drive and determination to make things happen.

Is target and objective driven and sees things through to completion.

Delegates responsibility appropriately.

Accepts accountability and holds others to account.

Negotiating and Lobbying

Has the ability to set ambitious, yet reasonable and achievable expectations from negotiating and lobbying.

Is effective in major negotiations with Government and other Public Sector Agencies.

The ability to learn from current negotiations and lobbying to develop more effective practice for the future.

Communicating Effectively

Ability to communicate in a calm balanced way at all levels of society.

Ability to negotiate effectively.

High level of interpersonal and presentational skills.

Ability to work across a variety of different media e.g. television, video conferencing.

Planning and Decision Making

Translates strategy into specific plans to deliver outstanding results.

Sees the bigger picture, both internally and externally, can take this into account when making decisions.

Is prepared to take managed risks.

Works Effectively with others

Evidences the ability to work collaboratively.

Encourages good working relationships.

Provides a shared vision and direction.