



PERSON SPECIFICATION

Job Title: Director of Socio-Economic Centre. The Work Foundation

Vacancy Ref: A737

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
First degree, or equivalent.	Essential	Application Form
Post-grad degree / qualification in related area, or equivalent.	Desirable	Application Form
Client oriented with experience of (multi-) client relationship management.	Essential	Application Form/ Supporting Statement
Experience in labour market disadvantage policy and practice/cities policy focus either in public or private sector.	Essential	Application Form/ Supporting Statement
Leadership role including the management of project teams and large scale programmes of work.	Essential	Application Form/ Supporting Statement
Relevant experience relating to research work including qualitative and quantitative research methods.	Essential	Interview
High level programme & budget management experience.	Essential	Application Form/ Supporting Statement
Excellent networks across The Work Foundation's target audiences.	Essential	Application Form/ Supporting Statement
Experience of working with senior level people in our key client groups.	Essential	Interview
Media skills (writing & appearances & public speaking).	Essential	Interview
Credible stakeholder manager with the ability to influence Government and key opinion formers.	Essential	Interview
Ability to frame both strategic policy and practice questions for the Centre to address.	Essential	Interview
Established reputation as an authority in the field of labour market applied research.	Essential	Supporting Statement
Consultancy skills.	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.