

**PERSON SPECIFICATION**

**Head of Faculty Operations**

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| **Criteria** | **Essential / Desirable** | **\*Application Form/ Supporting Statement / Interview** |
| Leadership and management experience at a senior level within a varied portfolio and in a large, complex organisation, with demonstrable achieved results in service improvement. | Essential | Supporting Statement / Interview |
| Demonstrable recent experience of leading, managing and motivating a team of staff.  A credible and authentic leadership style which motivates a team of staff, leading by example and achieving a high performance culture and outcomes through partnership, engagement and consultation. | Essential | Supporting Statement / Interview |
| Experience of effective engagement across a range of stakeholders at all levels of an organisation ensuring perspectives are sought and shared, particularly where there may be competing or conflicting priorities. Ability to set clear direction, develop and deliver strategies in this context. | Essential | Supporting Statement/ Interview |
| Excellent analytical skills, ability to identify trends and causes, and potential appropriate solutions, including ensuring communication to stakeholders of implications for organisational objectives. | Essential | Application Form/Interview |
| Excellent interpersonal skills, written, verbal, and active listening. Evidence of using communication and diplomacy skills that engender respect and strong engagement e.g. with specialist roles across an organisation, wider senior leadership and external stakeholders. | Essential | Application Form/Interview |
| Evidence of applying effective decision-making and negotiation to complex and sensitive issues. | Essential | Interview |
| Resource Management: (a)Experience of directing and managing resources; (b) setting and operating to targets, focusing on effectiveness and efficiencies that achieve and serve shared operational objectives. | 1. Essential 2. Desirable | Application Form/Interview |
| Strong academic degree level qualifications or equivalent relevant experience. | Desirable | Application Form |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statement** - 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 competency based interview questions, tests and/or presentation.