**Head of Planning & Compliance**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview** |
|  |  |  |
|  |  |  |
| Proven success at a management level in developing, implementing and monitoring financial plans. | Essential | Supporting statement & Interview |
| Ability to develop, analyse, report and act on financial or other business systems e.g. EPOS, agresso, customer feedback, market information | Essential | Supporting statement & interview |
| Proven ability in leading implementation of IT or other systems to support commercial operations. | Essential | Supporting statement & interview |
| Proven ability to provide leadership as line manager, but also across teams to deliver strategic projects. | Essential | Supporting statement & interview |
| Excellent written and verbal communication skills. | Essential | Supporting statement & interview |
| Proven experience of managing compliance within a commercial environment | Essential | Supporting statement & interview |
| An understanding of the management of Health and Safety in the workplace | Desirable | Supporting statement & interview |
| Professional qualification in accounting | Desirable | Application Form |
|  |  |  |

* **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.