

PERSON SPECIFICATION: Deputy Director of the Work Foundation
Vacancy Ref: A2421

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Postgraduate Degree or equivalent professional level and advanced skills that would typically require training and / or several years work experience as a practitioner	Essential	Application form
Exceptional interpersonal abilities needed to achieve business outcomes through the management of highly professional teams and/or effectively building relationships with external partners	Essential	Supporting statement/interview
Ability to plan and deliver a significant work programme up to a year ahead including to managing workloads of self and teams	Essential	Supporting statement/interview
Substantial experience of transforming strategy into action through the managing and effective delivery of complex projects to time and budget	Essential	Supporting statement/interview
Ability to take complex policies and strategies and transform them into workable solutions	Essential	Interview
Ability to develop and implement new ideas that impact on the work of others	Essential	Interview
Commercial awareness which combines financial acumen, business development, bidding, project management, reporting and a focus on impact	Essential	Application form/interview
Financial and risk management skills in a pressured environment	Essential	Application form/Interview
Extensive knowledge of areas pertinent to understanding the world of work and labour markets including management and working practices, Human Resources Management, skills development, policy within employment and skills.	Essential	Application form/Interview
Excellent communication skills including exceptional report writing, briefing and verbal communication skills appropriate to dealing with high profile and senior stakeholders	Essential	Supporting statement/interview

Extensive experience of deploying high quality research and insight to develop, influence and deliver public policy and practice, with a focus on skills and employment or other related fields as a particular advantage	Essential	Supporting statement/interview
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- **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.