

**PERSON SPECIFICATION**  
**Operations and Planning Manager**  
**Vacancy Ref: A2867**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Interview *</b>
Experience and working knowledge of the operational and administrative needs of an arts organisation	Essential	Application Form/ interview
Analytical skills in being able to monitor and assess Key Performance Indicators in strategic plans	Essential	Application Form/ interview
Good understanding of Arts Council England's strategic and operational priorities and a broad knowledge of arts and culture in the U.K.	Essential	Application Form/ interview
Experience of budgeting with proven ability to oversee and analyse complex budget strands and work to financial targets	Essential	Application Form/ interview
Experience of forward planning with regards to organisational activity and addressing competing demands	Essential	Application Form/ interview
Experience of report writing for governance and funding requirements	Essential	Supporting Statements/ Interview
The ability to communicate information and organisational aspirations persuasively and appropriately to a broad range of internal and external stakeholders (both written and oral)	Essential	Application Form/ Interview
Proven ability to learn and master specialist software	Essential	Supporting Statements/ Interview
Experience and confidence in working within a multi-disciplinary team	Essential	Application Form/ Interview
Track record of line management	Essential	Application Form/ interview
Experience of using a range of Microsoft Office packages including the use of Excel and Word at an advanced level	Essential	Supporting Statement/ Interview
Experience of contract management	Desirable	Supporting Statements/ Interview
Demonstration of Initiative and enterpreneurial spirit	Desirable	Supporting Statements/ 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.