

**EMPLOYEE SPECIFICATION**

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>QUALIFICATIONS/TRAINING</b>			Verification of qualifications and professional memberships/ application form
Educated to degree level and/or relevant professional qualification (degree-level equivalent)	x		
Evidence of continuing, relevant, professional development	x		
Management qualification		x	
Membership of appropriate professional organisations		x	
<b>WORK EXPERIENCE</b>			Application form/ interview
Proven record of strategic management and planning in a complex and diverse organisation environment	x		
Extensive experience and a track record of achievement in an executive level position with a broad scope and remit	x		
Proven track record of successfully delivering complex, multi-year programmes of transformational change	x		
Significant experience of budget preparation, monitoring and achieving commercial growth, profitability and best value	x		
Managing complex governance arrangements with either elected members, other political stakeholders, board members or non-executive board members	x		
Proven record of successful partnership and collaborative working with a range of public bodies, private and third sector	x		

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SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Experience of the strategic delivery of a digitisation programme of work to transform and improve the delivery of frontline services across a range of service delivery areas		x	Application form/ interview
<b>KNOWLEDGE, SKILLS &amp; ABILITY</b> Exceptional leadership and team building skills	x		Application form/ interview
Ability to focus corporately and make a significant contribution to the council's overall strategic approach	x		
Ability to manage change effectively and sensitively	x		
Excellent oral and written communication skills with the ability to produce reports on complex issues	x		
Knowledge of the legislative framework, the Scottish Government and national agenda to ensure the Council meets its commitments	x		
Ability to maintain focus and performance under pressure and/or opposition	x		
Ability to manage and motivate staff	x		
<b>PERSONAL ATTRIBUTES</b> Excellent leadership and interpersonal skills with the ability to form positive relationships at all levels	x		Interview
Team player with a commitment to corporate and partnership working, best value, and workforce development	x		
Highly motivated	x		
Credible and persuasive	x		
Pragmatic, with clear and focused judgment	x		
High standard of personal and professional integrity	x		

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SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p>OTHER</p> <p>Be checked to the security level commensurate with the duties required to comply with the statutory role as a Category 1 Responder under the Civil Contingencies Legislation</p>	x		Check via Disclosure Scotland and the Scottish Government

## USEFUL LINKS

In the links below, you will find more information about the council, its priorities and its policies. You can also visit the council website at [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk) to find out more about what we do and the communities and partners we work with.

**One Year On from Establishing the Priorities and Delivery Model for the Council**

**Restructure Report Phase 2**

**Council Business Plan to 2020**

**Our Ambition - Enterprise and Housing**

**Our Ambition - Infrastructure**

**Our Ambition - Education, Youth and Communities**

**Our Ambition - Health and Social Care**

**2016/17 Annual Audit report**

## FURTHER INFORMATION

For an informal discussion about this post, please contact Paul Jukes, Chief Executive, on 01698 302414.

To apply, visit:  
[www.myjobscotland.gov.uk/northlanarkshire](http://www.myjobscotland.gov.uk/northlanarkshire)

Produced by Corporate Communications, North Lanarkshire Council



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