



THE VALE OF GLAMORGAN COUNCIL - PERSON SPECIFICATION

POST NO:	S-HVS-AA003	DESIGNATION:	Head of Housing and Building Services	DEPARTMENT:	Environment and Housing
SECTION:	Housing & Building	COMPLETED BY:		DATE:	January 2017

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Ability to develop and deliver high quality services in accordance with the commissioning priorities of the Council • Excellent performance management and leadership skills • Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs • Ability to work effectively in partnership and seek out and exploit opportunities for collaboration • Excellent communication, presentational and interpersonal skills • Strong planning, organisational and problem solving skills 		Application form and interview
2. KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Able to demonstrate significant and current strategic/operational leadership experience • Significant and relevant experience at a senior level within a large and complex organisation • Knowledge of Local Government and the wider Social Housing Sector • Proven record of change management and service development • Experience of successful financial management • Evidence of successful performance and contract management • Understanding of the social and economic environment in which local housing services operate • Experience of partnership/collaborative 	<ul style="list-style-type: none"> • Relevant experience of working in either local government, the social housing sector or a similar organisation • Experience of working with Elected Members or Board Members and of dealing with politically sensitive issues • Experience of complex procurement and commissioning projects • Experience of new build residential properties 	Application form and interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	working/community engagement		
3. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Highly motivated and committed to delivering a high quality service. • Able to successfully use a range of leadership styles. • Ability to motivate and encourage colleagues. • Good understanding of service needs in the context of the wider Council agenda. • Ability to influence and present a sound business case on issues relating to service and to the Council as a whole • Ability to quickly gain an understanding of the social and economic environment within the Vale of Glamorgan and its strategic relevance for the postholder. 		Application form and interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Qualified to degree level or possession of a relevant higher level qualification, i.e. HND / HNC, NVQ Level 5 / 6 and at least 5 years' experience in a senior management role 	<ul style="list-style-type: none"> • Relevant professional qualification • Project Management qualification 	Application form and interview
5. OTHER (PLEASE SPECIFY)	<ul style="list-style-type: none"> • Personal and professional credibility • Drive, energy and enthusiasm to sustain an extensive agenda • Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or to outside locations as appropriate 		Application form and interview