

## Person Specification

<b>Job Title</b>	Contracts and Strategy Manager
<b>Grade</b>	PO5
<b>Service/Section</b>	Fleet & Waste Strategy
<b>Directorate</b>	Communities & Environment

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview  
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge</b>		
Excellent knowledge and understanding of waste, street cleansing and enviro-crime legislation, policy and best practice and an ability to advise managers	AF/I/T/P	E
Excellent knowledge of procurement and contract management	AF/I	D
<b>Skills and Abilities</b>		
Excellent written and oral communication skills and the ability to communicate effectively with stakeholders; to prepare presentations letters and reports to a high standard	AF/I/P	E
Ability to prepare contract specification documents and coordinate procurements	AF/I	E
Excellent data analysis and manipulation skills and the ability to present complex data sets in user friendly formats	AF/I/T/P	E
Ability to be flexible, work on own initiative and to meet challenging deadlines on a range of important projects	AF/I	E
<b>Experience</b>		
Experience of policy, project management, procurement and service improvement work within a waste, street cleansing and/or envirocrime enforcement environment	AF/I	E
Experience in developing business plans and strategies	AF/I	D
<b>Equal Opportunities</b>		

Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	AF/I	D
<b>Leadership</b>		
Proven ability or demonstrable experience of leading people by translating the Council's objectives into practical goals and tasks for the people they manage.	AF/I	E
Proven ability or demonstrable experience of effectively managing a diverse stakeholder group	AF/I	E
<b>Communication</b>		
Proven ability or demonstrable experience to communicate and cascade key priorities to staff so that they understand their individual role in delivering services for internal and external customers.	AF/I	E
Proven ability or demonstrable experience of engaging with internal and external customers and staff to ensure understanding of the needs and expectations of the Council and its partners.	AF/I	E
<b>Performance Management</b>		
Proven ability or demonstrable experience of developing and improving the performance of a service and its team members to meet the changing needs and expectations of service users.	AF/I	E
Proven ability or demonstrable experience of developing and improving services through soliciting customer feedback and/or using performance data to track progress.	AF/I	E