

PERSON SPECIFICATION

Post Title: Executive Director – Education, Leisure and Housing		
Factor	Essential	Desirable/Beneficial
<u>Personal Features and Qualities</u>	<ul style="list-style-type: none"> • Strategic thinker • Demonstrates effective leadership • Outcome focussed • Ability to influence • Demonstrates political awareness • Self-motivated and self-disciplined • Ability to work under pressure and deliver priorities • Proven track record of achievement • Customer focussed • Solves problems to deliver outcomes • A good ambassador for Orkney • Demonstrates commitment to the development and engagement of employees • Demonstrates enthusiasm and commitment • Experience of Inspection processes • Genuinely collegiate team player 	<ul style="list-style-type: none"> • Demonstrates good professional networking skills
<u>Relevant Experience</u>	<ul style="list-style-type: none"> • Considerable senior management experience in education or an education related service • At least 5 years strategic management experience in a large complex organisation • Experience of leading and delivering change • Proven track record of achievement 	<ul style="list-style-type: none"> • Project Management • Communicating with the media • Experience of working in a multi-disciplinary environment • Experience of working in a political environment • Experience of working in a senior public sector Education Management position. • Experience of working in a senior public service management position
<u>Education/ Training</u>	<ul style="list-style-type: none"> • Relevant degree and/or Professional Qualification • Senior management development and training 	<ul style="list-style-type: none"> • Registered with the General Teaching Council for Scotland • Recognised Management qualification
<u>Skills/Abilities/ Knowledge</u>	<ul style="list-style-type: none"> • Demonstrates ability to make best use of all resources • Demonstrates initiative and innovation • Effective in partnership and collaborative working • Confident and professional presentation skills • Ability to lead, motivate and manage a team • Understanding of local government and the decision making process 	<ul style="list-style-type: none"> • Media Skills • Demonstrates knowledge and awareness of current national developments, legislation and industry best practice • Demonstrates knowledge and awareness of Orkney's circumstances and future

	<ul style="list-style-type: none"> • Confident, clear communicator 	
<u>Other Requirements</u>	<ul style="list-style-type: none"> • Ability to travel efficiently and effectively between various work locations within Orkney. 	

Orkney Island Council Competency Framework Executive Directors – Level D

Being Customer/client focused	<ul style="list-style-type: none"> • identifies and takes action to support customer's/clients long term needs • is attuned to the changing nature of customer/clients needs and adjusts direction and service provision accordingly • anticipates and creates opportunities to build beneficial business partnerships to improve service • identifies, negotiates and delivers shared service provision • is respected as a trusted advisor within the organisation.
Working effectively with others	<ul style="list-style-type: none"> • consistently works to improve or maintain morale in the organisation • encourages and supports joint projects or sharing of resources when appropriate • creates opportunities for partnership working with external agencies • promotes the positive aspects of diversity and challenges discrimination, prejudice and bias • fosters and encourages team spirit across service boundaries.
Managing Change	<ul style="list-style-type: none"> • adapts organisational goals, projects and strategies to reflect changes • anticipates change and recommends fundamental or long-term organisational changes to address key issues • introduces fresh thinking from other organisations to shape the future of the Council • drives the pace of change to ensure successful implementation • monitors the effect of major change programmes and reviews them for effectiveness • encourages an open atmosphere where creativity and experimenting with new ideas is the norm.
Taking ownership and responsibility	<ul style="list-style-type: none"> • creates a sense of common purpose across the organisation • publicly supports corporate decisions and encourages others to do the same • focuses own actions and priorities on the needs of the business • encourages and rewards proactive behaviours in others • regularly reflects on own experiences and uses this to change own behaviour and inform future action
Communicating effectively	<ul style="list-style-type: none"> • confidently communicates complex ideas to large audiences • can use a range of techniques to defuse conflict and emotion • creates an environment where open and challenging communication is encouraged • resiliently persuades others in order to gain acceptance and commitment to Council strategies and proposals • leads complex negotiations with a variety of stakeholders

Planning and decision making	<ul style="list-style-type: none"> • creates and manages a strategic plan that crosses service boundaries • analyses and simplifies complex problems, even when information is incomplete, missing or ambiguous • considers long-term strategic consequences of options and solutions • makes major decisions even when there is confusion and uncertainty • manages multiple projects to ensure resources are effectively deployed and priorities met.
Leadership	<ul style="list-style-type: none"> • paints a compelling vision of the future and gets others' enthusiastic involvement and support • provides evidence that high level strategy is based on sound business principles and best practice • champions and displays behaviours and values of the Council and inspires others to do the same • role models acceptable behaviours and values of the Council.
Managing Performance and developing others	<ul style="list-style-type: none"> • set challenging and stretching organisational objectives to drive the organisation forward • mentors managers outwith own service area to enable them to maximise their potential • champions a culture of high performance and development within the organisation • gets commitment to the vision from key stakeholders • readily releases individuals to other roles within the Council where they can maximise their potential • ensures resources are available for all staff to learn and develop • identifies and develops potential successors.
Political Sensitivity	<ul style="list-style-type: none"> • proactively develops effective working relationships with elected members • understands what elected members want to achieve and supports them to find appropriate solutions • considers how elected members will react to decisions made and take appropriate steps to minimise resistance and build support • demonstrates an understanding of the political and community implications impacting on service delivery • uses political astuteness to influence people at all levels of the organisation and external stakeholders
Financial Acumen	<ul style="list-style-type: none"> • demonstrates a sound understanding of financial management principles to direct organisational priorities • understands the requirement to set service priorities by aligning service finances with OIC strategic core values and legal requirements • demonstrates a willingness to engage with innovative approaches to income generation and efficiencies • uses cost-benefit thinking to set priorities • demonstrates an understanding of the need to monitor the overall performance of the service budget and adjust the allocation of finances based on progress against goals • fosters an environment that encourages fiscal responsibility