

Person Specification

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by*
1	■ Hold a first degree or equivalent professional qualification;	Essential	A
2	■ Relevant professional membership;	Desirable	A

Background & Experience

	The successful candidate should have:		
3	■ Successfully led and managed a similar administrative function in a sizable complex organisation;	Essential	A, I
4	■ A demonstrable record in the successful delivery and management of strategic planning; large scale operational planning; resource planning; business planning.	Essential	A, I
5	■ A demonstrable record of design and implementation of schemes and programmes to assure the effective management of organisational performance and corporate risk management;	Essential	A, I
6	■ A demonstrable record of success in the leadership of organisational research and high level statistical analysis;	Essential	A, I
7	■ Engaged successfully in the leadership of change and in applying the disciplines of corporate planning and review to the management of change processes;	Essential	A,I
8	■ Experience of formal organisational audit and quality review requirements;	Essential	A, I
9	■ A demonstrable record of applying a best practice and progressive approach to the work of an organisation;	Essential	A, I
10	■ A demonstrable record of excellence in the management of external third party relationships including associated reporting requirements;	Essential	A, I
11	■ A record of excellent management of people and resources;	Essential	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:		
12	■ A comprehensive range of modern corporate planning and performance management services, standards and processes, along with associated enabling information technology and systems;	Essential	A, I
13	■ The processes and standards associated with the management and enhancement of quality and standards;	Essential	A, I
14	■ A comprehensive range of a University's external reporting obligations;	Desirable	A, I
15	■ The dynamics of higher education and academic endeavour;	Desirable	A, I

Skills & Competencies

	The successful candidate should demonstrate:		
16	<ul style="list-style-type: none"> ■ The ability to develop and articulate a progressive, innovative and strategic vision for the Planning & Performance Directorate, in support of the aims and activities of the University; 	Essential	A, I, P
17	<ul style="list-style-type: none"> ■ The capacity to motivate, inspire and lead with vision, whilst demonstrating effective delegation of authority and responsibility; 	Essential	A, I, P
18	<ul style="list-style-type: none"> ■ The ability to build effective and high performance customer focused teams; 	Essential	A, I
19	<ul style="list-style-type: none"> ■ An aptitude for operating in devolved structures; 	Essential	A, I
20	<ul style="list-style-type: none"> ■ Sound, outcomes focused, commercially informed business judgement; 	Essential	A, I
21	<ul style="list-style-type: none"> ■ Leadership capacity in the application of new technologies to Directorate functions; 	Essential	A, I
22	<ul style="list-style-type: none"> ■ Outstanding communication, presentation, relationship building and networking skills; 	Essential	A, I, P
23	<ul style="list-style-type: none"> ■ Exceptional influencing and networking skills. 	Essential	A, I