

Person Specification

Job Title	Head of Pension Service
Grade	
Service/Section	Pensions
Directorate	Finance & Legal Services

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
Experience/Education		
<ul style="list-style-type: none"> A qualification in a relevant area such as Pension Administration or business administration. Or extensive experience in more than one of these areas. 	AF/I	Essential
<ul style="list-style-type: none"> Extensive experience of managing staff in a range of areas. 	AF/I	Essential
Knowledge, Skills and Abilities		
<ul style="list-style-type: none"> An extensive understanding of the principals of management in the following areas: staffing, financial control and financial business processes applied across a range of disciplines. 	AF/I/P	Essential
<ul style="list-style-type: none"> The ability to manage a wide range of services and staff. 	AF/I	Essential
<ul style="list-style-type: none"> The ability to identify the key requirements of a service and then critically review the current processes and methods of delivery to drive out efficiencies. 	AF/I	Essential
<ul style="list-style-type: none"> Excellent communication skills dealing with a wide range of contacts/stakeholders. 	AF/I	Essential
<ul style="list-style-type: none"> The ability to identify, analyse and solve problems within the service. 	AF/I	Essential
<ul style="list-style-type: none"> An understanding of the accounting requirement with respect to the systems used by the service. 	AF/I	Essential
Equal Opportunities		
<ul style="list-style-type: none"> 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	Essential

Managers/Supervisors only		
<ul style="list-style-type: none"> • Experience of supervising/managing staff to the equivalent of the level 1 of the councils management standards as set out below 	AF/I	Essential
<ul style="list-style-type: none"> • Leadership Ability to lead people by translating the Council's objectives into SMART, practical goals and tasks for the people they manage 	AF/I	Essential
<ul style="list-style-type: none"> • Communication levels 1 Ability to communicate key priorities to staff so that they understand their individual role in delivering services for internal and external customers. 	AF/I	Essential
<ul style="list-style-type: none"> • Performance Management levels 1 Ability to improve the performance of a service and its team members to meet the changing needs and expectations of service users 	AF/I	Essential