

Person Specification

Job Title	Assistant Business & Transformation Manager
Grade	PO3
Service/Section	Street Services
Directorate	Communities, Environment and Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> Knowledge of and experience in managing the use of appropriate ICT systems covering finance and administration activities. 	E
<ul style="list-style-type: none"> Knowledge and understanding of local authority accounting and financial procedures and systems 	D
<ul style="list-style-type: none"> Knowledge and understanding of the Council's corporate complaints and casework policies and procedures and statutory requirements associated with FOI's 	D
Skills and Abilities	
<ul style="list-style-type: none"> Ability to support staff in the use of a range of ICT systems that support the service, including ensuring that data within the systems is correct, accurately recorded and maintained in accordance with GDPR requirements. 	E
<ul style="list-style-type: none"> Effective verbal, written and presentation skills and the ability to liaise at all levels including prioritising workloads and allocate tasking to ensure all deadlines met 	E
<ul style="list-style-type: none"> Ability to collate statistical information and analyse data to produce reports. 	E
<ul style="list-style-type: none"> Ability to effectively manage a diverse team and to communicate key priorities to staff so that they understand their individual role in delivering services for internal and external customers. 	
Experience	
<ul style="list-style-type: none"> A wide range of experience in a finance/administration management role. 	E
<ul style="list-style-type: none"> Experience and knowledge in the use of appropriate ICT systems (including Debtors; Accountancy; Payroll; HR; EMS, Training etc). 	E

Equal Opportunities	
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p>	<p>E</p>
<p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</p>	<p>E</p>