

**RICHMONDSHIRE DISTRICT COUNCIL
RESOURCES DIRECTORATE
PERSON SPECIFICATION**

Business Improvement & Digital Communications Team Leader

Criteria will be assessed via the submitted application form (A), and Interview (I) or both (A, I)

QUALITIES	ESSENTIAL	DESIRABLE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant professional or managerial qualification (A) 2. An appropriate professional qualification in Project Management (e.g. Prince 2) (A) 	<ol style="list-style-type: none"> a. Degree in an appropriate subject (A)
EXPERIENCE	<p>Significant experience overall: to include some experience of:</p> <ol style="list-style-type: none"> 3. Detailed knowledge of project management techniques and implementation (A, I) 4. Detailed practical experience of project management and implementation (A, I) 5. Can demonstrate experience of performance providing support to service management (A, I) 6. Can demonstrate experience of managing own time and leading others to meet project management and other deadlines (A, I) 	<ol style="list-style-type: none"> b. Knowledge of ICT Systems and processes (A, I) c. Experience of reviewing systems and implementing change (A, I) d. Experience of responding to media enquiries (A, I) e. Website and content management systems (A, I) f. Local Government experience (A, I) g. Public sector experience (A, I)
PERSONAL COMPETENCIES	<ol style="list-style-type: none"> 7. Customer Focus – The ability to understand the customer’s perspective and communicate clearly with them (A, I) 8. Project development management skills including planning and working to deadlines (A, I) 9. Ability to analyse, organise, interpret and present data (A, I) 10. Leadership skills/promotion of organisational policy objectives (A, I) 11. Successfully persuades, influences and/or negotiates effectively with people (including external partners and organisations) (I) 12. Strong ICT skills in Microsoft office (A, I) 13. Commitment to customer care / strong customer focus (A, I) 14. Communication and presentation skills (written and oral) (A, I) 15. Manages pressure effectively and copes well with problems/issues encountered. (I) 16. Enthusiastic/flexible and self-motivated. (I) 17. Ability to work as part of a team or individually (A, I) 18. Good interpersonal skills (I) 19. Problem solving and ability to find pragmatic problems (A) 	<ol style="list-style-type: none"> h. Budget managing / monitoring (A,I) i. Ability to work without close supervision (A,I) j. Awareness of current local government policy issues and initiatives (A,I)
OTHER REQUIREMENTS		<ol style="list-style-type: none"> k. Ability to be able to travel around the District (including all RDC offices) and wider, on Council business (I)