



PERSON SPECIFICATION

Post	Principal Advisor – Oxford
Reporting to	Chief Executive
Grade	PO4 – 6 (SCP 41 – 49)
Post Purpose	To provide an advisory research and information function; to undertake special projects and initiatives; to disseminate the findings of research and such other information in order to benefit the Association and its constituent member authorities.

ATTRIBUTES		E	D	ID
RELEVANT EXPERIENCE	Minimum of 5 years local government experience	X		A
	Knowledge of relevant local government legislation	X		A, I & P
	Working knowledge of Continuous Improvement and other strategic issues	X		A, I & P
	Advisory/research experience	X		A & I
	Understanding of the role of Central Government Departments, national Local Government organisations and audit bodies		X	A & I
	Work experience in Strategic Service Delivery		X	A & I
QUALIFICATIONS & TRAINING	Educated to degree level or equivalent professional qualification / experience	X		A
SPECIAL	To have a high standard of written and oral communication skills.	X		A, I & P

KNOWLEDGE & SKILLS	Able to work under pressure, meet tight deadlines and manage multiple priorities	X		I
	To be politically sensitive and aware, and demonstrate commitment to APSE's policies and core values	X		A, I & P
	Understanding of computer applications including word processing, database management and presentation software under a Windows environment		X	A, I & P
	To have an understanding of the Internet and its use as a research facility		X	A & I
OTHER	Commitment to the achievement of equality of opportunity in all aspects of employment, training and service delivery	X		A & I
	Able to meet APSE's standard of attendance	X		I
	Ability to network effectively across a broad spectrum of members/officers, professional organisations and other bodies	X		I
	Well motivated and enthusiastic	X		I
	Ability to adapt to change and to make change happen at the highest levels	X		A & I
	Flexible towards out of hours travelling and working, including a number of overnight stays across the United Kingdom	X		A & I
	Open to a changing portfolio of responsibilities as the organisation evolves	X		I
	Full UK driving licence and access to a vehicle for work purposes	X		A & I

ID	How identified	Requirements		
			Type	Number
A	Application Form			
I	Interview	E	Essential	16
T	Test	D	Desirable	4
P	Presentation			