



## PERSON SPECIFICATION

|                     |  |
|---------------------|--|
| <b>Post</b>         | Principal Advisor: Manchester Headquarters   |
| <b>Reporting to</b> | Chief Executive  |
| <b>Grade</b>        | PO4 – 6 (SCP 35-43)  |
| <b>Post Purpose</b> | To coordinate and manage membership services and engagement, providing advice, research and networking opportunities. To disseminate research, share best practice and undertake special projects and initiatives for the benefit of APSE members. |

| <b>ATTRIBUTES</b>                    |   | <b>E</b> | <b>D</b> | <b>ID</b> |
|--------------------------------------|---|----------|----------|-----------|
| <b>RELEVANT EXPERIENCE</b>           | Minimum of 5 years local government experience  |          | X        | A         |
|                                      | Ability to understand legislative or regulatory processes   | X        |          | A & I     |
|                                      | Working knowledge of service delivery and performance improvement   | X        |          | A, I & P  |
|                                      | Ability to coherently research and disseminate complex issues   | X        |          | A & I     |
|                                      | Understanding the role of UK administration, government departments local government organisations and sector bodies, including audit bodies across the UK. |          | X        | A & I     |
|                                      | Experience of Strategic and / or Operational Service Delivery   | X        |          | A & I     |
| <b>QUALIFICATIONS &amp; TRAINING</b> | Educated to degree level or equivalent professional qualification / or experience   | X        |          | A         |
| <b>SPECIAL</b>                       | To have an excellent standard of written and oral communication skills.   | X        |          | A, I & P  |

|                               |  |   |   |          |
|-------------------------------|--|---|---|----------|
| <b>KNOWLEDGE &amp; SKILLS</b> | Able to work effectively to 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  |
|                               | A good level of IT literacy and able to understand and use standard computer packages and presentation software within a Microsoft environment |   | X | A, I & P |
|                               | To have an understanding of research methodologies, survey techniques and the dissemination of research findings.                              |   | X | A & I    |
|                               | Ability to network effectively across a broad spectrum of members/officers, professional organisations and other bodies                        | X |   |          |
| <b>OTHER</b>                  | Commitment to the achievement of equity and inclusion in all aspects of employment, training and service delivery within and outside of APSE   | X |   | A & I    |
|                               | Able to meet APSE's standard of professionalism, with excellent attendance, punctuality and manage work in a timely and effective manner.      | 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 (or a willingness to achieve this on appointment)                            |   | X | A & I    |

| ID | How identified   | Requirements |           |        |
|----|------------------|--------------|-----------|--------|
|    |                  |              | Type      | Number |
| A  | Application Form |              |           |        |
| I  | Interview        | E            | Essential | 16     |

|   |              |   |           |   |
|---|--------------|---|-----------|---|
| T | Test         | D | Desirable | 4 |
| P | Presentation |   |           |   |