

Person Specification

Knowledge – Essential

- A familiarity with the complexities and nuances of managing a publicly funded body
- A knowledge of the regulatory obligations that apply to public bodies
- An understanding of the devolved administration in Wales
- An understanding of the Welsh sense of national identity, including its bilingual culture
- An understanding of how rating and council taxation underpins the provision of local services
- An understanding of the importance of IT systems in modern and effective organisations

Knowledge – Desirable

- A thorough knowledge of rating and council tax valuation principles
- A thorough knowledge of council tax liability legislation

Skills – Essential

- An effective communicator – both in writing and speech
- Financial and business literacy – the ability to plan and manage budgets, and to assess, diagnose and address financial and operational issues
- Competent IT skills in Microsoft Word, Excel, PowerPoint, and collaborative software (eg Zoom and MS Teams)

Skills – Desirable

- Higher level IT skills, enabling the trouble shooting of day-to-day software and hardware problems and the competent operation of administration dashboards/control panels for cloud-based applications (in particular Microsoft 365, Azure and Zoom)

Experience – Essential

- Experience of operating at a senior management level
- Experience of managing people, resources and facilities
- Experience of initiating, developing and implementing policy
- Experience of managing budgets

Experience – Desirable

- Experience of managing organisational change
- Experience of building management and dealing with landlords

Attributes – Essential

- Personal authority – the ability to lead, impress and inspire
- The ability to persuade, advocate, negotiate and influence
- The ability to empathise with, mentor, support and develop others
- A willingness “to go the extra mile” – ie put in additional time, travel when required and stay overnight if necessary
- An openness and responsiveness to change
- An innovator
- An ability to see both the big picture and the fine detail
- Resilience and preparedness to be the person “where the buck stops”

Welsh Language – Essential

- An enthusiastic commitment to learning Welsh to a standard which will enable the person to use the language at a conversational level in day to day and Governing Council business

Welsh Language – Desirable

- Fluent, high-quality written and spoken Welsh