

Person Specification

Post title	Business Manager	Grade	
Department	Neighbourhood & Environment Services	Post ref	

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 2
	Assessment
Seeing the Bigger Picture	Interview
Changing and Improving	Interview
Making Effective Decisions	Interview
Leading and Communicating	Interview
Collaborating and Partnering	Interview
Building Capability for All	Interview
Achieving Commercial Outcomes	Interview
Managing a Quality Service	Interview
Delivering at Pace	Interview

Skills	Essential / Desirable	Assessment
Skilled at handling, manipulating and interpreting data, utilising performance measures to manage service performance and drive improvements	Essential	Application form/Interview
Able to use IT confidently and support others to improve their skills	Essential	Application form/Interview
Conciliatory skills to enable effective team cohesion and to foster good working relationships	Essential	Application form/Interview
Commercially minded, understanding the full costs of service provision and how fees should be set.	Essential	Application form/Interview
Ability to lead groups of multi-disciplined staff, to deliver changes to systems, processes or similar	Essential	Application form/Interview
Ability to extract data from recording systems, using tool like SQL, or similar	Desirable	Application form/Interview

Knowledge	Essential / Desirable	Assessment
Knowledge of data/performance analysis and how effective systems support services.	Essential	Application form
Commercial knowledge to generate service income	Essential	Application form/Interview
Knowledge of Environmental Services or Grounds Maintenance Operations	Desirable	Application form

Experience	Essential / Desirable	Assessment
Leading and supporting a team in a similar function in a similar organisation/local authority.	Essential	Application form/Interview
Driving the adoption and increased use of IT and systems within a similar organisation	Essential	Application form/Interview
Implementing a performance approach within a service, using tools such as dashboards and how this data is used to make informed decisions	Essential	Application form/Interview
Experience in the production of reports, including business cases, performance reports or recommendations, often using data, to make complex issues understandable to the reader	Essential	Application form/Interview

Qualifications	Essential / Desirable	Evidence
Educated to degree level in a relevant subject, such as Business Management.	Essential	Application form
Level 5 management qualification or significant leadership experience	Essential	Application form

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Additional information / other requirements of the post
• The postholder is eligible for casual car user allowance. • The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. • The employee may be required to work out of normal working hours
Date produced / last amended
May 2023