

PERSON SPECIFICATION – CHIEF EXECUTIVE

Key to criteria identification: 1 = Application Form, 2 = References,
3 = Selection Centre and Interviews

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<u>Qualifications</u> <ul style="list-style-type: none"> ➤ Educated to degree standard or equivalent experience 	<ul style="list-style-type: none"> ➤ Higher level management or professional qualification 	1
<u>Experience</u> <ul style="list-style-type: none"> ➤ A proven track record of leadership within an organisation including the formulation and delivery of corporate strategies, policies, and objectives. ➤ Experience of successfully leading and managing change, translating organisational ambitions into real and measurable achievements. ➤ Experience of creating, developing, and maintaining effective working relationships with key stakeholders e.g. members, volunteers, external businesses, third sector and public organisations. ➤ Experience of contract management and funding models ➤ Experience of managing and leading teams ➤ Experience of managing budgets ➤ Operational experience at a mid to senior-level within an organisation 	<ul style="list-style-type: none"> ➤ Experience within the charity sector at a senior level 	1 + 2 + 3

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<p><u>Skills and knowledge</u></p> <ul style="list-style-type: none"> ➤ An ability to operate strategically and be able to translate strategy into actions and outcomes. ➤ An ability to build partnerships with other people and bodies and to act as an enabler and advocate. ➤ The skills to work effectively within a political environment and to manage the Member / Officer interface, providing timely and balanced advice. ➤ An ability to provide visible and supportive leadership and to foster a positive work environment through empowering, enabling, motivating, and developing others. ➤ The capability to project the Council's vision and the ability to see the 'big picture', to identify broader opportunities and the potential for operating in different ways to achieve the desired results. ➤ An understanding of the role of information and communications technology in developing public council services. ➤ An understanding of the workings of local government and an awareness of the issues, pressures, influences, and legislation facing local authorities. ➤ An understanding of the role and governance within the charity sector specifically in relation to the Board of Trustees and wider governance responsibility. 		<p>1 + 2 + 3</p>

<p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> ➤ Excellent interpersonal skills to communicate effectively with a wide variety of people. ➤ Ability to influence and persuade others and to gain trust and confidence. ➤ Excellent written and presentational skills. <p><u>Competencies</u></p> <ul style="list-style-type: none"> ➤ A high degree of probity and integrity. ➤ Highly motivated ➤ A commitment to the values of Kyra around inclusivity and overall ethos ➤ Innovative problem solver and strategic and lateral thinker. ➤ Builds relationships with individuals and teams both internal and external to achieve results. <p>High levels of political awareness and a strong understanding of the wider strategic and political context within York and surrounding areas</p> <p><u>General</u></p> <ul style="list-style-type: none"> ➤ This is a flexible role and therefore needs a willingness and ability to work outside usual office hours as necessary ➤ Willingness to travel and ability to travel across York and surrounding areas 		<p>2 + 3</p>
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