

**PERSON SPECIFICATION**

**JOB TITLE: BUSINESS IMPROVEMENT DISTRICT MANAGER**

**Note to Applicants:** In your application, you should provide evidence of meeting all points on the person specification, particularly those marked as essential they are key criteria:

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Full/Chartered status in a relevant technical service		<b>x</b>	<b>A / I</b>
Degree or formal qualification in relevant technical discipline	<b>x</b>		<b>A / I</b>
Evidence of formal management training		<b>x</b>	<b>A / I</b>
Competencies associated with NVQ Level 5		<b>x</b>	<b>A / I</b>
<b>Experience</b>			
Experience at a senior management level	<b>x</b>		<b>A / I / P</b>
Successful management of a multi-functional service	<b>x</b>		<b>A / I / P</b>
Financial management, commercial awareness, business planning	<b>x</b>		<b>A / I / P / E</b>
Experience of working in Quality Assured environment		<b>x</b>	<b>A / I</b>
Health & Safety awareness		<b>x</b>	<b>A / I</b>
Extensive technical experience in a relevant discipline	<b>x</b>		<b>A / I / P / E</b>
Experience of effective public/private partnership working	<b>x</b>		<b>A / I / P</b>
<b>Skills/Abilities</b>			
Excellent communication and presentation skills, and the ability to communicate in written and oral formats	<b>x</b>		<b>A / I / P</b>
Experience of working with Elected Members, preparing Committee Reports		<b>x</b>	<b>A / I</b>
Experience in monitoring and controlling resources including finance management	<b>x</b>		<b>A / I / P / E / T</b>
Experience of working with community groups, business sector and the public		<b>x</b>	<b>A / I / P</b>
Ability to work with and harness the output from the team and other partners		<b>x</b>	<b>A / I / P / T</b>
Breadth of career experience, and significant record of achievement, covering a range of activities and a number of different roles, including experience of working in a customer focussed environment	<b>x</b>		<b>A / I / P</b>

Project Management/co-ordination	<b>x</b>		<b>A / I / P / E</b>
An understanding of and a commitment to the principles Town Centre Management in general and the role of BIDs		<b>x</b>	<b>A / I</b>
<b>Other</b>			
Represent the BID at meetings etc out of normal office hours	<b>x</b>		
Full Driving Licence		<b>x</b>	
Good understanding of finance systems		<b>x</b>	
Good understanding of Best Value		<b>x</b>	
Good understanding of reengineering/performance management practices		<b>x</b>	

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Tests AC – Assessment