

Head of Public Service

Closing date: 20th June 11:59pm

Core Competency Framework

Competency	Level
Professional Development: <i>Required Professional Competency standards met</i>	(ii)
Planning & Delivery of Work: <i>Effectively structures service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned to strategic/service plans.</i>	(v)
Analysis and use of Information: <i>Interprets complex written information. Assesses the validity, relevance and limitations of different sources of evidence, and generates a range of options and appraises them based on evidence available.</i>	(iv)
Decision Making: <i>Shapes new policies and sets long-term objectives, ensuring results are aligned to strategic decisions. Understands the wider strategic environment to make appropriate resource decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience</i>	(v)
Working with Others: <i>Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviour. Creates an environment which will enable delivery of shared policy outcomes.</i>	(iv)
Communication: <i>Promote effective communication across the organisation and ensure the organisation's priorities are clearly understood by all.</i>	(v)
Influencing and Persuading: <i>Influences the organisation's strategy by utilising internal and external resources. Delivers influential advice and briefings. Focuses on outcomes irrespective of the source of the challenge. Sets strategies to support a diverse workforce.</i>	(v)
Dealing with Change: <i>Directs and drives organisational change in line with the wider strategic needs</i>	(v)
Continuous Improvement: <i>Creates an environment where employees and colleagues work to improve the way things are done. Manages own development and performance; identifies own mistakes and takes constructive action when required.</i>	(iv)
Managing Resources: <i>Sets corporate directives and ensures resources are allocated and used to meet key priorities, including developing long-term strategies to achieve this. Ensures that others buy in to corporate goals and functions.</i>	(v)

Special Conditions

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Educated to UK Honours degree level or equivalent	E	√	
Post-graduate degree in Public Administration, Public Policy, Management or equivalent	D	√	
Knowledge & Experience:			
Evidence of ongoing personal development	E	√	
Significant leadership experience in a complex organisation	E	√	√
Significant experience of resource management in an organisation with a large staffing complement	E	√	√
Experience of policy development and implementation	E	√	√
Strong evidence of change management preferably in a leadership capacity	E		√
Experience of leadership in the public sector and of public sector reform	D	√	√
Private sector experience	D	√	√
Some experience of working with small, self-contained communities or small islands	D	√	√
Skills and Abilities:			
Well-developed political sensitivity	E		√
Excellent written and oral communication in English	E		√
Strong interpersonal skills	E		√
Team Player	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√