

PERSONNEL SPECIFICATION City Centre Manager

Job Purpose and Role

To act as interface, liaising and facilitating effective communication and co-ordination between the businesses and investors in the City and the various authorities and agencies who serve the City.

Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> While no specific qualification is required to fulfil this role, you will require a significant amount of experience and level of skills in order to perform effectively. The selection process will require you to demonstrate and evidence the key high level management skills outlined in this specification 	<ul style="list-style-type: none"> Relevant Further Education qualifications 	<ul style="list-style-type: none"> CV Covering letter Presentation of certificates
Experience	<ul style="list-style-type: none"> Project Management Working with both public and private sector organisations Dealing with the media 	<ul style="list-style-type: none"> Proven success in funding generation Working within a commercial environment An understanding of the processes of local government Working within multi-disciplinary teams Marketing 	<ul style="list-style-type: none"> CV Covering letter Interview Presentation References

Factors	Essential	Desirable	How Identified
Special Skills & Knowledge	<ul style="list-style-type: none"> • Demonstrable and proven literacy and numeracy skills • Ability to communicate and work with people at all echelons • Demonstrable management skills • Excellent interpersonal skills • Team working • Understanding of the strategic approach 	<ul style="list-style-type: none"> • Negotiation skills • Report writing • Presentation skills • Networking skills • Capable of working under own initiative and prioritising workload 	<ul style="list-style-type: none"> • CV • Covering letter • Interview • Presentation • References
Personal Qualities	<ul style="list-style-type: none"> • Able to demonstrate flexibility and versatility in approach • Political sensitivity • Ability to motivate others 		<ul style="list-style-type: none"> • Interview • References
Commitment	<ul style="list-style-type: none"> • Commitment to promote the City Centre as an exciting place to spend leisure time • Commitment to ensuring equality of opportunity 		<ul style="list-style-type: none"> • Interview • References