

NEWTON ABBOT TOWN CENTRE MANAGER – PERSON SPECIFICATION

Job Title: Town Development Manager
Grade: SCP 36 - 38

Attributes Required	Essential (E) or Desirable (D)	Evidence sought from application, interview, Presentation, Test, etc	Method of Assessment
1. Qualifications and experience	<p>D/E</p> <p>D</p> <p>E</p> <p>E</p> <p>D/E</p>	<p>Educated to Degree level or equivalent</p> <p>Experience of town centre management</p> <p>Proven experience of delivering successful outcomes and improvement in a relevant field of work</p> <p>Evidence of self motivation and the ability to deliver on your own initiative</p> <p>Experience of Business Improvement Districts (BIDs)</p>	<p>Application Form</p>
2. Knowledge / skills/ abilities	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Knowledge and appreciation of the key drivers affecting businesses and commercial success/failure in a town/resort</p> <p>Exceptional liaison, negotiating and influencing skills</p> <p>Excellent verbal, written and presentational skills</p> <p>Ability to motivate others</p> <p>Generate innovative ideas and lead multi-disciplinary groups</p> <p>Excellent interpersonal skills and the ability to establish and maintain good links with a wide range of groups and organisations across all sectors at all levels</p> <p>Organisation, co-ordination and monitoring skills to achieve results</p> <p>An understanding of the structure and</p>	<p>Application Form</p> <p>Application Form</p> <p>Test</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Application Form</p> <p>Application</p>

		culture of private and public organisations	Form
	E	Financial management skills, including use of statistics	Application Form
	E	Working knowledge of IT	Test
	E	Ability to identify problems and implement effective solutions	Interview
	E	Experience of cross sector or multi-agency work	Application Form
	E	Experience of Business Improvement Districts (BIDs)	Application Form and Interview
3. Competencies			
Leadership, people and change management	E	Ability to lead and facilitate projects to achieve real outcomes	Application Form
	E	Ability to build and maintain relationships at all levels through excellent interpersonal skills	Application Form
Community and Strategic Awareness	E	Community and sensitivity awareness working closely with community and business groups as well as individuals listening and being responsive to their needs	Interview
	E	Ability and willingness to work within the strategic objectives of the Council	Application Form
Achievement and Performance Focus	E	Creative and lateral thinker with ability to translate thoughts into realistic, achievable action	Test
	E	Proven track record of delivery and through instigating new approached and innovative solutions	Application Form
Personal Style and Behaviour	E	Ability to manage areas of conflict in a sensitive manner and with tact and to remain positive in encouraging people to express differing points of view	Interview
	E	Open minded and flexible	Interview
4. Special Requirements	E	The post will involve attendance at evening meetings. The post holder will be required to	Interview

		work some evenings and weekends	
5. Experience	E	A minimum of three to five years experience of working with people in public / private sectors and project management	Application Form