

Person Specification

Business Management Partner

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential skills, knowledge and experience:

1. Evidence of contributing to significant programmes involving council priorities, service delivery or change, in collaboration with external private and public sector partner organisations and stakeholders.
2. Experience of leading joint working across different organisations / stakeholders / teams.
3. Track record of shaping and embedding effective priorities, planning and performance and programme and project coordination to deliver successful outcomes.
4. Highly developed understanding of local, regional and national issues and priorities and how these impact on local government.
5. Experience of coordinating, organising and leading high-profile initiatives and events.
6. Highly developed political awareness.
7. Experience of coaching, mentoring and developing individuals and/or teams to deliver successful outcomes.
8. Demonstrates co-operative values and ways of working as well as experienced in challenging and persuading others to understand the benefits of this way of working.
9. Well developed ICT skills.
10. Strong networking and interpersonal skills and the ability to maintain effective working relationships with a range of partners.

Part B

The following criteria will be further explored at the interview stage:

1. Evidence of an open and collaborative style, and track record of effective business partnering at a senior level.
2. Personal and professional credibility with senior officers, Elected Members, other stakeholders and colleagues and the ability to influence and persuade whilst both developing and maintaining good relationships.
3. Able to creatively solve problems and to analyse complex data and information and present this in an accessible way.
4. Strong time management skills and ability to meet varied and challenging deadlines and pre-prioritise at pace.
5. Understanding of current national and local priorities and their impact on Newcastle City Council.
6. Excellent written and verbal communication skills.

7. Understanding of the Council's equality policy and applying this in all aspects of employment and service delivery.

Additional requirements

This is a politically restricted post

Ability to work additional hours as necessary