

BUSINESS AND RESOURCES
PERSON SPECIFICATION

POST TITLE: Head of Corporate Services

GRADE: Chief Officer 2

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	A recognised professional qualification in pensions or a degree or equivalent.	Evidence of further professional development.	- Application form - Certificates
Work Experience	- Substantial experience of working at a senior level within a pensions, local government, policy, regulatory or financial environment. - Experience of working in a managerial position. - A proven ability to motivate staff. - A proven ability to set strategy and ensure successful implementation. - A proven ability to plan and manage multiple concurrent projects.	- Substantial experience of the local government pension scheme. - Experience of setting and implementing strategy and improving service delivery. - Experience of leading on governance related work. - Experience of working with elected members.	- Application form - Interview - References - Presentation
Knowledge/ Skills/ Aptitudes	- Able to provide a framework for the continuous improvement of the Pensions Service. - An ability to interpret correctly relevant legislation. - Strong leadership skills. - Able to communicate clearly and effectively through a variety of media.	- A strong understanding of the Local Government Pension Scheme Regulations and associated legislation. - Awareness of the Pensions Regulator requirements and other governance issues. - In depth knowledge of the current issues and regulatory environment	- Interview - References - Presentation

	• Able to speak with confidence to people with various levels of understanding.	• affecting a local government pension fund. • Able to use IT e.g. Microsoft Office	
Disposition	• Able to work under pressure and to strict timetables. • Able to use own initiative • Enthusiastic, imaginative and flexible. • Able to establish positive working relationships with external service providers. • Committed to ongoing professional development and learning. • Flexible approach to work. • Committed to the principles of equality and diversity.		• Interview • References
Circumstances	• Willing to work hard to achieve the aims of the Pensions Service. • Prepared to work out of hours as required. • Dedicated to providing a high-quality service. • Basic clearance from Disclosure Scotland.		• Interview • Disclosure check