

Person Specification

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Employment & Skills
SECTION:	Business, Markets and Town Centres
DESIGNATION:	Head of Business, Markets & Town Centres
GRADE:	PI0
POST NO.:	
REPORTS TO:	Assistant Director - Employment & Skills

Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate *
Qualifications and Experience		
Experience of managing employer engagement, inward investment, business, and enterprise services	Application form/ Interview	
Experience of managing a team to develop and deliver high quality and account managed services for businesses	Application form /Interview	Y
Experience of project / programme management, including managing external programmes e.g., GLA Projects, ERDF, Business Improvement District, etc.	Application form /Interview	Y
Knowledge, Skills and Abilities		
Knowledge of key drivers and the national, regional, and local policy context for business growth	Application form /Interview	
Knowledge of market rules and Street Trading Licenses and the enforcing environmental legislation including the London Local Authorities Act 1990.	Application form /Interview	
Broad knowledge across a wide range of disciplines including Business Support, Procurement and Social Value, Inward Investment, markets, and street trading inspection service, and how these contribute to economic growth and meets Council priorities for job creation and providing alternative routes out of poverty through self-employment	Application form /Interview	Y

Ability to develop the service, and manage a strategic approach to business support and delivering inward investment,	Interview	Y
Knowledge and or experience of managing budgets and budget reporting.	Application form /Interview	
Ability to work in partnership with key stakeholders, to commission and manage services from external organisations and influence and shape policy	Interview	Y
Ability to prepare and present reports for Council Committees and other relevant internal and external bodies.	Application form / Interview	
Ability work under pressure, manage conflicting priorities and meet challenging deadlines, to progress key work areas	Interview	Y
Equal Opportunities / Health and Safety		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	Application form / Interview	