



## SOUTH WALES FIRE AND RESCUE SERVICE

### PERSON SPECIFICATION

<b>DIRECTORATE</b>	<b>Corporate Services</b>
<b>POST TITLE</b>	<b>Head of Finance, Procurement and Property</b>
<b>GRADE</b>	<b>Head of Service</b>
<b>LOCATION</b>	<b>South Wales Fire and Rescue Service Headquarters</b>

Please note that your Curriculum Vitae should contain clear evidence of how you meet the Essential Criteria marked with an Asterix\* below.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Qualified CCAB Accountant with relevant graduate qualification and/or equivalent business experience. CCAB Professional Member</b>	<b>Essential*</b>	<b>Curriculum Vitae*</b>
<b>Knowledge/ Experience</b>	<b>Proven experience of managing at a senior level, demonstrating the ability to lead and develop people and effectively manage performance.</b>	<b>Essential*</b>	<b>Curriculum Vitae* and Selection</b>
	<b>Experience of Local Government Finance including budget setting, financial reporting and annual closure of accounts processes.</b>	<b>Essential*</b>	<b>Curriculum Vitae* and Selection</b>
	<b>Knowledge of Treasury Management Practices and Policies.</b>	<b>Essential*</b>	<b>Curriculum Vitae* and Selection</b>
	<b>Experience of leading a Procurement function that includes sourcing, contracting, payments and monitoring supplier performance.</b>	<b>Essential*</b>	<b>Curriculum Vitae* and Selection</b>



Factor	Evidence	Essential/ Desirable	How Identified
	<p>Experience of leading a Property Management function that includes buildings development, property maintenance, facilities management and acquisition/ disposal of assets.</p> <p><b>Experience of presenting to Finance/ Audit Committees and providing professional advice to Members and senior officers.</b></p> <p>Able to demonstrate full responsibility and experience of working to best value concept and for continuous improvement against performance management principles.</p> <p><b>Knowledge and understanding of the political, financial, legal and resource implications that impact on the public sector.</b></p> <p>Knowledge of public sector specific legislation and statutory duties.</p>	<p>Desirable</p> <p><b>Essential*</b></p> <p>Essential</p> <p><b>Essential*</b></p> <p>Desirable</p>	<p>Selection</p> <p><b>Curriculum Vitae* and Selection</b></p> <p>Selection</p> <p><b>Curriculum Vitae* And Selection</b></p> <p>Selection</p>
<b>Personal Style</b>	<p>An understanding of and commitment to driving and implementing of equality, diversity and inclusion principles and practices across an organisation – leading high standards of conduct, integrity and probity.</p> <p>A commitment to shaping the organisation to meet the rapidly changing public sector context.</p> <p>A commitment to leading and managing highly sensitive issues.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p> <p>Selection</p>
<b>Interpersonal Skills</b>	<p>Strong interpersonal skills, with the ability to work collaboratively and inclusively within and across organisational boundaries.</p> <p>Effective communication and collaboration skills with the ability to negotiate with and influence a range of audiences, generating confidence and trust.</p>	<p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p>



Factor	Evidence	Essential/ Desirable	How Identified
<b>Working with Information</b>	Able to research, develop and implement workable cost-effective solutions for a variety of issues.	Essential	Selection
	<b>Knowledge and understanding of management information technology to assist in the development and delivery of management information.</b>	Essential*	Curriculum Vitae* and Selection
	Understanding of and commitment to improving Health and Safety in the workplace.	Desirable	Selection
	Understanding of the Data Protection Act 1998, The General Data Protection Regulations 2018 and Freedom of Information Act 2000 and the implications for ensuring confidentiality at all times.	Desirable	Selection
<b>Organisational Effectiveness</b>	Able to deliver high standards of work against competing priorities, ensuring that projects and programmes are co-ordinated and delivered in accordance with organisational priorities.	Essential	Selection
	Ability to work effectively within the political environment developing practical and creative solutions to strategic issues that are sensitive to management and political interests and sustain positive working relationships with partners.	Essential	Selection
<b>Other</b>	A confident and influential team member with the resilience, drive and initiative to take others with you.	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Selection

