



PERSON SPECIFICATION

Post	Director APSE Synergy
Reporting to	Chief Executive Officer
Salary	£80,000 plus potential £5k subject to performance.
Post Purpose	To provide strategic and operational leadership for APSE Synergy by overseeing business development, service delivery, legal and operational compliance and financial management whilst managing a small team.

ATTRIBUTES		E	D	ID
RELEVANT EXPERIENCE	Experience of leading, managing or operating a company, trading entity, business unit or comparable commercially focused organisation, with accountability for financial performance, governance, compliance, risk management, business development and service delivery.	X		A, I
	Experience of growing and operating a company at a senior manager level.	X		A, I
	Experience of managing a profit and loss-based accountancy system and appropriate systems of credit, debt and expenditure controls	X		A, I
	Demonstrable ability to report company or commercial performance to a company Board or other stakeholders to provide assurance on performance and risk.	X		A, I

	Experience in the provision of consultancy work, both onsite and desk-based, including report writing and editing, providing recommendations to different audiences and disseminating findings in a clear and relatable manner.	X		A, I
	Demonstrate effective growth in business-to-business relationships, client and product growth.		X	A, I
	Have experience of mentoring staff and collaborating across teams within an organisation.		X	A, I
	Demonstrate experience in streamlining workflows, operational logistics and maximising productive outcomes.		X	A, I
QUALIFICATIONS & TRAINING	The postholder will be educated to degree level or equivalent.	X		A
	The postholder will preferably be able to demonstrate a suitable post-graduate qualification such as an MBA, CIPD, ILM or a finance discipline.		X	A
	The postholder will have experience in the commercial and / or not-for-profit sector and have good political awareness, and a high level of personal and professional integrity	X		A, I
	Proven change management capabilities	X		A, I
	A track record of managing change successfully with proven results in business or company performance.	X		A, I
SPECIAL KNOWLEDGE & SKILLS	Possess deep operational knowledge and experience of delivering services under a company structure, charitable entity or a commercially focused public sector organisation.	X		A, I
	Demonstrable understanding of the public sector and local government markets for consultancy and interim management services.	X		A, I
	Possess excellent written and oral communication skills alongside outstanding presentation skills.	X		A, I

	Be politically sensitive and demonstrate a commitment to honesty and integrity in the operation of the company and its activities and marketplace and public sector clients.	X		A, I
	Be capable of working with elected councillors and other elected politicians on a UK wide basis, along with professional organisations and other bodies	X		A, I
	Be adept at the use of social media and marketing platforms to promote services to clients.	X		A, I
	Demonstrate a working knowledge of a local authority sector (such as waste, highways, education catering, parks or leisure etc).		X	A, I
	Possess a working knowledge of marketing tools and techniques.		X	A, I
OTHER	Commitment to equality, diversity and inclusive practices in all aspects of employment, customer service and training	X		A, I
	Able to undertake travelling / limited amount of out of office hours work.	X		A, I
	Be capable of promoting and supporting the wider ethos of APSE through APSE Synergy and amongst its local authority membership.		X	A, I
	Understand the differences in local government and related public sector organisations on a UK wide basis.		X	A, I

ID	How identified	Requirements	
A	Application Form	E	Essential
I	Interview	D	Desirable