



THE HOWARD PARTNERSHIP TRUST

Person Specification that allows candidates to demonstrate ability to fulfil typical accountabilities of the role of Chief Operating Officer

	Essential	Desirable	How Assessed	Advantageous (not assessed)
Qualifications				
First degree or equivalent	Y		A	
Masters level qualification/MBA		Y	A	
Teaching qualification	N/A			
NPQH	N/A			
Qualified Ofsted Inspector	N/A			
PROFESSIONAL COMPETENCIES				
Highly effective communication skills and the ability to articulate complex issues to a wide range of people so they are understood both in writing and verbally	Y		A/I/T	
Excellent presentation skills and the ability to engage diverse audiences	Y		A/I	
Ability to manage large scale transformational change effectively	Y		A/I	
Strong negotiating skills and the ability to engage, build and sustain relationships across a wide range of stakeholders	Y		A/I	
Ability to take difficult decisions along with calculating and mitigating risks	Y		A/I/T	
Ability to motivate, develop, support and challenge staff	Y		A/I/T	
Able to effectively hold others to account for their performance and outcomes	Y		A/I	
Ability to build an environment of value, trust and respect			A/I/T	
Complex budgetary management skills	Y		A/I	
Ability to effectively prioritise competing demands in a challenging work schedule			A/I	
EXPERIENCE AND KNOWLEDGE				
Significant senior leadership in operations at Director level in the Public Sector.	Y		A/I	
Previous experience of a complex organisation and building senior stakeholder relationships along with successful relationships at all levels.	Y		A/I	
Previous experience and credibility at Board, Non-Executive and Director level	Y		A/I	
Previous track record of successfully managing operational performance and demonstrating effective control of multiple budget management plans	Y		A/I	

	Essential	Desirable	How Assessed	Advantageous (not assessed)
Complex analysis and problem-solving skills and the ability to programme manage multiple stranded issues and projects.	Y		A/I/T	
Can demonstrate the translation of organisational vision/strategy into operational plans and achievable operational objectives.	Y		A/I	
Demonstrable experience of strong credible leadership and of pulling people together across systems and teams to motivate to achieve common goals and objectives	Y		A/I	
Evidence of having successfully led transformational change in relation to service delivery and processes.	Y		A/I	
Sound knowledge of financial accounting regulations	Y		A/I	
Knowledge of process improvement/continuous improvement methods	Y		A/I	
ICT knowledge /experience		Y	A/I	
Well-developed IT literacy and an understanding of IT systems architecture	Y		A/I	
An understanding of commercial contracts and legal documents		Y		
Previous experience in strategically leading capital projects		Y	A/I	
Knowledge of the educational sector and Multi Academy Trusts		Y	A/I	
PROFESSIONAL AND PERSONAL ATTRIBUTES				
Outstanding leader, committed to partnership and collaborative working	Y		I/T	
Leadership style which delegates responsibilities, and both develops and empowers others	Y		I/T	
Commitment to the academic, personal and social development of children and families	Y		I	
Approachable and supportive	Y		I	
Excellent interpersonal, communications and priority management skills	Y		I/T	
Commitment to promoting best practice in safeguarding and the welfare of young people	Y		I	
Strategic thinker	Y		I/T	
A sharp intellect and commercial thinking	Y		I/T	
OTHER				
Full UK Driving Licence	Y		A	
Willingness to work outside normal office hours and travel as required	Y		I	
Must satisfy relevant employment checks particularly with regard to safeguarding	Y		Statutory checks	
<i>A = Application, I = Interview, R = Reference T = Test</i>				

Representative Accountabilities:

Generic Purpose

Work collaboratively with THPT service leaders and the Executive Leadership Team (ELT) and wider stakeholder groups to deliver the organisation's objectives and priorities.

Lead on developing and promoting key initiatives or programmes that directly target the key challenges facing the organisation, working with THPT service leaders, ELT to support the development of the Trust's approach to innovation.

Strategy Development

Provide leadership as a member of the Executive Leadership Team in developing a vision for the future transformation of services, driving service improvement and organisational change and ensuring effective joint working within the Trust.

Service Delivery

Coordinate the development and efficient delivery of a complex service across a broad area through the line management of Shared Service Leads. Develop and implement operational plans within areas of responsibility to provide a student and staff focused, accessible and cost-efficient service.

Problem solving, analysis and reporting

Monitor and manage performance in relation to areas of responsibility and provide regular reports to the Executive Leadership Team and the Trust Board, enabling the services to operate at optimum performance levels.

Finance/Resource Management

Manage and monitor finances and resources to ensure value for money and that services are delivered within the affordably and effectively.