

Job Title: Business Delivery and Performance Manager	Voice for Victims and Witnesses
Salary Scale : SO2 £32,436 - £35,348	Date last updated: September 2017

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and are champions of equality and diversity in all aspects of employment within Voice for Victims and Witnesses. All employees are expected to understand and promote equality and diversity in the course of their work.</p>	

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>A clear understanding of equal opportunities.</p> <ol style="list-style-type: none"> 1. A proven track record of delivering initiatives that are victim-centric 2. Substantial experience of leading at a strategic level significant programmes of work that have developed the business for the benefit of the customer/public 3. Experience of working across a range of criminal justice and community safety partners to deliver tangible outcomes for the public. 4. Demonstrates a real belief in public service and a strong personal 	<p>Application/ Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>

<p>commitment to providing excellent services for victims and witnesses, taking account of equality and diversity issues integral to working with members of the public.</p> <p>5. Experience of building productive and collaborative working relationships with key stakeholders adopting a consultative approach.</p> <p>6. A proven track record of strong project and change management and continuous improvement skills.</p> <p>7. Excellent stakeholder and communication management skills, including at a senior level and managing complex staffing issues.</p> <p>8. Strong organisation skills, including planning and documenting requirements of others, maintaining a clear focus on achieving results that meet quality standards within agreed timescales.</p> <p>9. Excellent problem solving skills; able to balance risks, costs and benefits and think about the wider impact of decisions.</p> <p>10. Strong leadership skills demonstrating an ability to take responsibility and to work with a significant degree of independence and authority.</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
<p>EXPERIENCE:</p>	

