

# Person Specification



South  
Cambridgeshire  
District Council

Post: Council Tax Team Leader

Prepared on: 19/07/2018

## Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement: A – Application Form I - Interview T - Test
<b>Personal Qualities/ Aptitudes/ Behaviours</b>	Ability to make objective and balanced decisions and to think quickly under pressure	E	A & I
	Ability to learn quickly and to apply skills and abilities in other service areas.	E	A & I
	Ability to promote the service in a positive and effective way.	E	A & I
	Ability to maintain a high level of professionalism and integrity at all times.	E	A & I
<b>Education/ Qualifications</b>	A good standard of general education including Maths and English to 'O' level / GCSE standard.	E	A
	Educated to HNC level.	D	A
	IRRV Revenues Technician or similar qualification.	D	A

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<b>Experience/ Knowledge</b>	Considerable experience of working in a Local Taxation team.	E	A & I
	In depth knowledge & understanding of local taxation legislation and procedures	E	A & I
	Supervisory or managerial experience in a local authority revenues service.	E	A & I
	Experience in using ICT systems to improve business processes and office efficiency, including excel, word and outlook.	E	A & I
	In depth knowledge and experience of using software specific to local authority revenues eg Civica Open Revenues, Anite (Information at work)	D	A & I
	An understanding of law outside of the Revenues legislation eg probate, company law	D	A & I
<b>Skills And Abilities</b>	Excellent interpersonal and communications skills.	E	A & I
	Ability to effectively lead and manage a team.	E	A & I
	Ability to develop statistical information and use this to develop the service and manage performance.	E	A & I
	Ability to negotiate effectively with a wide range of people and to deal calmly and assertively with all situations.	E	A & I
	Ability to interpret complex legislation and procedures, and to disseminate to others	E	A & I
	Well developed presentation and persuasion skills.	E	A & I

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<b>Miscellaneous /Other Working Requirements</b>	Flexible approach to workload and ability to prioritise effectively.  An understanding of, and personal commitment to, promoting equalities.	E  E	A & I  A & I
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