**Person specification**

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| **JOB TITLE**  | **Maternity Cover – 12 months****STRATEGY & DEVELOPMENT MANAGER** |
| **LOCATION**  | Mann Island |
| **GRADE** | £60,851 to £65,299 |
| **REPORTS TO**  |  Director Business Services & Strategy |
| **MAIN PURPOSE OF THE JOB**  To shape and drive the development of the Authority’s Zero Waste Strategy 2040. To manage the Waste Strategy & Development Team. |
| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **EXPERIENCE** |
| Excellent manager with a strong track record in driving continuous improvement processes for effective service delivery | Experience in environmental, sustainability or waste management related work |
| A proven ability of developing and implementing policies, strategies, work programmes and procedures |  |
| Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation |  |
| Experience in staff development, training and implementation |  |
| Experience of developing , managing and monitoring large budgets, and delivering projects within agreed spending parameters |  |
| Ability to delegate effectively, building teamwork and proactively working with colleagues in other work areas to achieve outcomes |  |
| Proven ability to consistently make good decisions through a combination of analysis, experience and problem solving  |  |
| **QUALIFICATIONS AND TRAINING** |
| A degree or equivalent professional qualification in a relevant area |  |
| A current valid driving licence |  |
| **PRACTICAL SKILLS** |
| Ability to write clear and concise reports, letters and statements on behalf of the Authority | Change management skills to facilitate major policy/operational changes |
| Excellent information technology skills |  |
| Ability to analyse complex information and present that information in a clear manner |  |
| Familiarity with project management/programme management |  |
| Excellent organisational and interpersonal skills |  |
| **PERSONAL QUALITIES & ATTRIBUTES** |
| To have a professional outlook and act professionally at all times |  |
| Strategically minded and highly collaborative |  |
| High level of personal integrity and confidentiality  |  |
| To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision |  |
| To have a flexible approach to service delivery implementation |  |
| A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme |  |
| **OTHER REQUIREMENTS** |
| Ability to initiate, plan and organise team work efficiently and effectively against broader organisational goals and staff development needs |  |
| Ability to meet tight deadlines in a busy working environment |  |
| Ability to organise own workload and prioritise effectively |  |

**Last Updated: October 2025**