

SPECIALIST AREAS OF KNOWLEDGE

11 Accountancy

Professional qualification in accountancy.

No				Yes
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<input type="checkbox"/>				<input type="checkbox"/>
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12 Internal Audit

Professional qualification in internal audit.

<input type="checkbox"/>				<input type="checkbox"/>
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13 Risk Management

Risk management qualification.

Practical experience of applying risk management.

Knowledge of risk/opportunities associated with major areas of Council activity.

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14 Governance & Legal

Legal qualification.

Knowledge of specific areas of interest e.g. data protection or contract law.

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15 Council Service

Experience of managing or working in local government.

Previous Scrutiny Committee experience.

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16 Programme & Project Management

Project management qualification.

Practical knowledge of project management principles.

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17 IT Systems & IT Governance

Management or development work in IT.

<input type="checkbox"/>				<input type="checkbox"/>
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CORE SKILLS

N/A	1	2	3	4
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18 Strategic Thinking & Understanding of Materiality

Able to focus on material issues, rather than being side-tracked by detail.

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19 Questioning & Constructive Challenge

Able to frame questions that draw out relevant facts and explanations.

Challenging performance and seeking explanations while avoiding hostility or grandstanding.

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20 Focus on Improvement

Able to ensure there is a clear plan of action and allocation of responsibility.

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21 Able to Balance Practicality Against Theory

Able to understand the practical implications of recommendations and how they might work in practice.

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22 Clear Communication Skills & Focus on the Needs of Users

Support the use of plain English in communications and avoid use of jargon, acronyms etc.

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23 Objectivity

Evaluate information on the basis of evidence presented and avoid bias or subjectivity.

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24 Meeting Management Skills

Chair the meeting effectively: summarises issues raised, ensure all participants are able to contribute, focus on the outcome and actions from the meeting.

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Name: _____

Please return completed forms to Audit & Assurance, D Floor, Tower Block.

