Recruitment person specification

Post being recruited for: City Centre Manager

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	**Desirable** (not every post needs desirable requirements)
Experience	• Proven experience leading, managing, and developing a multi-disciplinary operational team. • Significant experience managing complex public realm, city centre, or place-based operations. • Track record of building successful partnerships with diverse stakeholders, including local businesses, emergency services, and community groups. • Experience managing dedicated service budgets and delivering best value. • Experience working in a political environment, including briefing and communicating effectively with Elected Members or senior board members.	• Experience managing both daytime and night-time economy operations. • Proven track record of securing external funding, grants, or commercial sponsorship. • Experience procuring and managing external consultants and contractors. • Experience developing and implementing innovative pilot projects in an urban or public sector setting.

Knowledge, skills and understanding	• Strong understanding of the challenges and opportunities facing modern city centres (e.g., sustainability, public safety, tourism, and economic vibrancy). • Excellent strategic thinking and operational planning skills, with the ability to turn high-level vision into practical action. • High-level political awareness, diplomacy, and negotiation skills. • Strong financial literacy, including budget monitoring and income generation. • Exceptional communication and interpersonal skills, capable of representing the Council locally, nationally, and internationally.	• In-depth knowledge of Edinburgh's cultural, economic, and civic landscape. • Understanding of local government governance, statutory regulations, and public sector procurement. • Project and programme management skills, including risk assessment and performance monitoring.
Qualifications and training	• Educated to degree level (SCQF Level 9/10) in a relevant discipline **or** equivalent demonstrable senior management experience.	• Postgraduate qualification or professional membership in a relevant field (e.g., Institute of Place Management, Chartered Management Institute). • Formal project management qualification (e.g., PRINCE2, APM).
Job specific requirements	• Flexibility to work outside standard office hours, including evenings and weekends, to oversee night-time operations, major events, or respond to incidents. • Ability to travel across the city centre and attend external meetings as required. • Commitment to the Council's values, equalities, and sustainability goals.	