



Corporate Services Business Manager

Assessment Information

Thank you for your interest in the above role. Below, you will find information on how the different competencies outlined in the person specification will be assessed throughout the Recruitment process as well as information on the vacancy timeline. Throughout the process, you will be assessed against the competencies captured in the person specification and the key behaviours set out in the SPS Behavioural Competency Framework (BCF). All Recruitment at SPS is based on the Behavioural Competency Framework which outlines the key behaviours and standards required both of applicants and existing staff. Further details on the SPS Behavioural Competency Framework can be found on the Careers section of our website.

Competencies you will be assessed against:

Person Specification	Essential /Desirable	Assessment
Qualifications		
Qualified to degree level or relevant experience.	Essential	Application
Project Management Qualification	Desirable	Interview
Experience		
Business Planning Experience of leading, supporting, driving forward corporate delivery plans and adding value to a range of projects.	Essential	Application Interview

Financial Management Experience of accounting systems and records in line with directed policy and accounting conventions.	Essential	Application Interview
Business Analysis and Communications Proven experience of analysing business information to identify and communicate key messages.	Essential	Application Written Exercise Interview
Knowledge & Skills		
Communications and Interpersonal Skills Well-developed communication skills, both written and verbal, with evidence of your ability to vary your style of communication to ensure mutual understanding.	Essential	Written Exercise Interview
Planning, Implementation and Control Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands to ensure outputs are delivered on time. Accuracy of information and attention to detail is crucial.	Essential	Written Exercise Interview
Building and Maintaining Relationships Accomplished people management skills with the ability to build and maintain effective, working relationships with a wide range of internal and external stakeholders demonstrating your ability to negotiate with and positively influence others to achieve desired results.	Essential	Interview
Problem Solving and Decision Making Excellent decision-making skills with evidence of your ability to analyse complex issues, problem solve and produce credible recommendations by exercising a high level of initiative, judgement and discretion in deciding appropriate actions to be undertaken.	Essential	Written Exercise Interview

Selection Process Timeline:

Application Window	Live: 22 January 2019 Close: 5 February
Initial Application Review	6 February You will be notified of the outcome of the shortlisting process via the online recruitment system.
Cognitive Ability	7 February – 14 February Your cognitive ability test results will be considered alongside your application form performance to determine whether you will be progressed to the next stage of the selection process. We will update you of the outcome via the Online Recruitment system. If successful you will attend a Written Exercise.
Written Exercise	Candidates successful at shortlisting will be invited to assessment which is Written Exercise, taking place on <ul style="list-style-type: none">• 20 February, (Day and Evening Session available)
Assessment Day:	The Assessment Day will consist of a an Interview, taking place on <ul style="list-style-type: none">• 27 February Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.